

**PUBLIC SERVICE
EMPLOYEE RELATIONS
COMMISSION**

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EMPLOYEE RELATIONS
COMMISSION**

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ANNUAL REPORT



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LEGISLATIVE ASSEMBLY
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Public Service Employee Relations Commission
PO Box 9404 Stn Prov Govt
Victoria BC V8W 9V1

December 1999

The Honourable Garde B. Gardom
Lieutenant-Governor of British Columbia

May it please Your Honour:

I have the honour of submitting the Annual Report of the Public Service
Employee Relations Commission for the fiscal year from April 1, 1998 to
March 31, 1999.

Helmut Geisbrecht
Minister Responsible for the Public Service

December 1999

The Honourable Helmut Geisbrecht
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Minister:

I am pleased to submit the Annual Report of the Public Service Employee
Relations Commission for the period of April 1, 1998 to March 31, 1999.

Maureen Nicholls
Commissioner,
Public Service Employee Relations Commission





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MESSAGE FROM THE COMMISSIONER

The Public Services Employee Relations Commission provides two very essential but different services to the provincial government of British Columbia.

First, the Commission has a key role in developing a professional and representative public service. This involves a broad range of services that include: developing hiring policies and finding jobs for employees who have been declared surplus, overseeing employment equity and diversity, providing employee learning and career development courses and workshops, and coordinating employee recognition programs.

Second, the Commission represents the government as the employer in negotiating, establishing and administering terms and conditions of employment for public service employees.

In order to more clearly articulate its role and in keeping with a government-wide initiative to be effective, efficient and fiscally

responsible, the Commission prepared its first business plan – “Public Service Employee Relations Business Plan 1999/2000”.

The plan represents the end-product of a process where staff at the Commission looked at everything they do and placed it into a framework of clear priorities and measurable objectives.

The organization of this annual report reflects the core business areas identified in the Commission’s business plan.

Guiding the Commission in its business planning process was John Mochrie, who was Commissioner of the Public Service Employee Relations Commission for four years until his departure in August 1999.

John’s “open door” approach, which he used in all of his activities at the Commission, was particularly effective in the development of the plan.

John Mochrie left his mark on the Commission. His leadership, dedication, openness and positive attitude will be missed by all who worked with him.

I believe that despite the rocky road of workforce adjustments, and restructuring and reorganizing of the public service, the Commission is well positioned to move into the next century. We have a clear understanding of our priorities and goals in our two key service areas, and we have a plan to guide us.

Maureen Nicholls
Commissioner



INTRODUCTION

The Public Services Employee Relations Commission (PSERC) was established in 1993 under the *Public Service Act* as the Government of British Columbia's human resources agency. A deputy minister, the Commissioner, is responsible for the Commission.

Mandate

The role of the Commission as documented in the Act is to:

- facilitate the provision of service to the public in a matter responsive to changing public needs;
- recruit and develop a well qualified and efficient public service representative of the diversity of the people of British Columbia;
- encourage training and development of employees to foster career development and advancement;

- encourage creativity and initiative among employees; and
- promote harmonious relations of the employer and employees and bargaining agents who represent employees in the public service.

Mission Statement

The Commission's mission is to provide leadership and service in human resource management to assist the public service to effectively deliver programs and services to British Columbians.

Vision

The Commission's vision is for a public service that is:

- dedicated to providing quality affordable programs and services to British Columbians;

- respected for its attitudes, knowledge and skills;
- representative of the diversity of the province; and
- a preferred employer that attracts and retains people with talent and commitment.

Guiding Principles

The Commission is committed to:

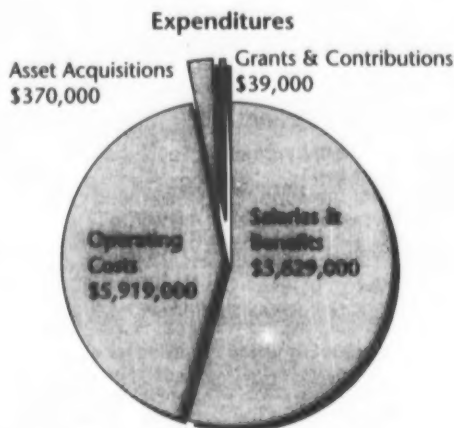
- the importance of a professional and impartial public service;
- recognizing employees' efforts and accomplishments in delivering quality service to British Columbians;
- valuing and welcoming diversity;
- conducting business with integrity and respect;
- accountability for our decisions and actions;
- quality, timely and effective service;
- encouraging and implementing innovative ideas;
- promoting teamwork and co-operation;
- continuous learning as individuals and an organization; and
- a healthy and safe work environment.

Challenges

The public service faces the following challenges in human resource management:

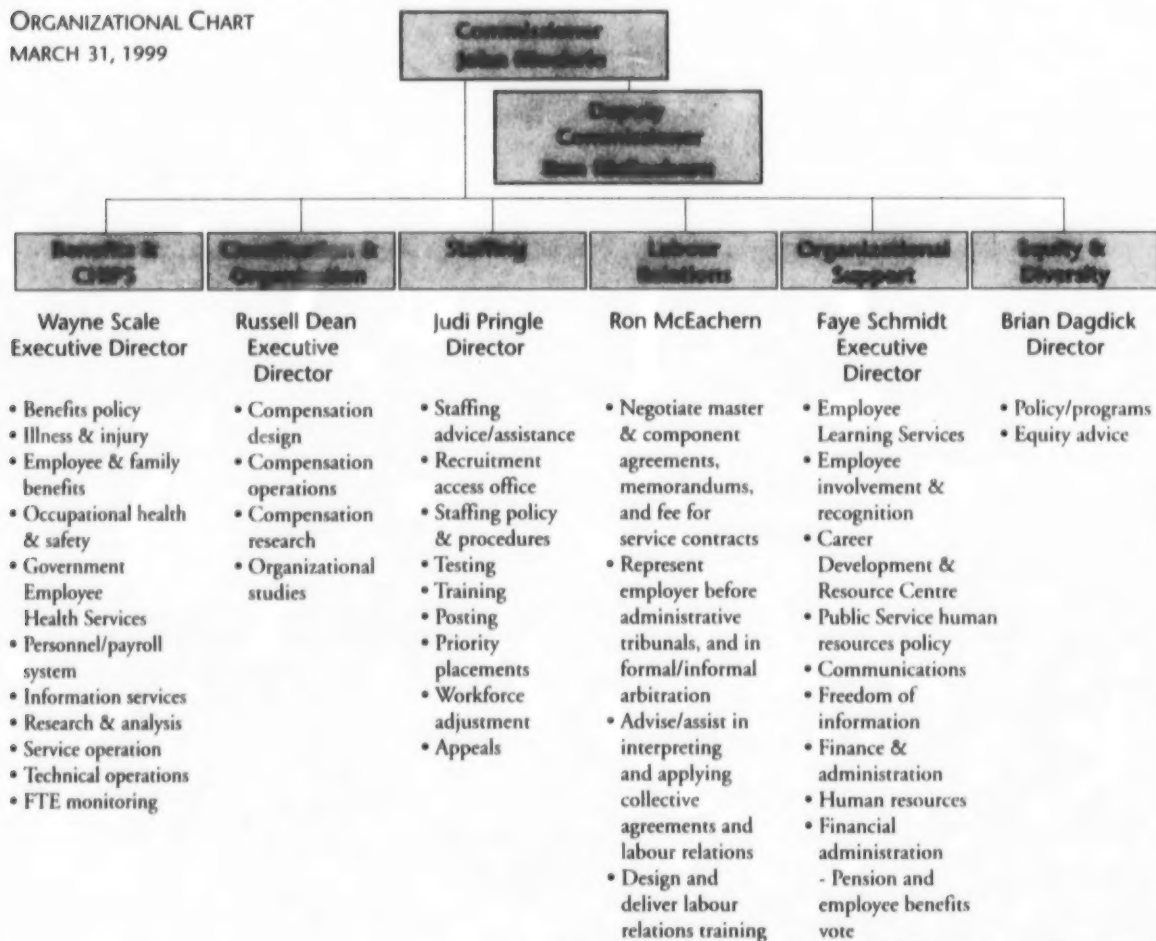
- under representation of youth and equity groups;
- an aging work force;
- attracting and retaining employees in some locations and occupations;
- restructuring and workforce adjustment;
- developing broader and more adaptable skills for employees;
- budgetary pressures; and
- the perception that public service is an unrewarding career.

This annual report documents the activities of the Public Service Employee Relations Commission from April 1, 1998 to March 31, 1999.



THE COMMISSION AT A GLANCE

ORGANIZATIONAL CHART
MARCH 31, 1999



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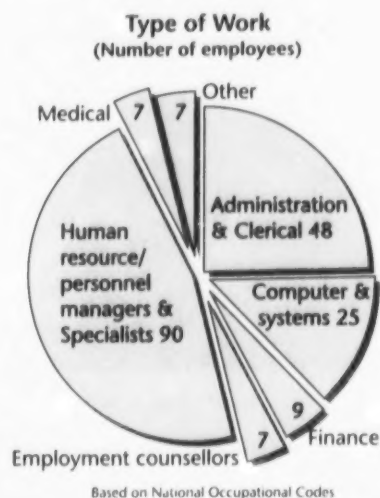
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Branches	No. of Employees
Benefits Policy	5
Career Development Resource Centre	4
Compensation/Classification	19
Corporate HR Information/Pay Systems	35
Employee & Family Benefits	6
Employee Development Operations	16
Employment Equity	5
Executive	3
Finance & Administration	12
Government Employee Health Services	15
Illness & Injury	9
Labour Relations	25
Occupational Health & Safety	5
Policy/Communications/ERP	9
Staffing	14
Systems Services	10
Youth Employment	1
Total	193

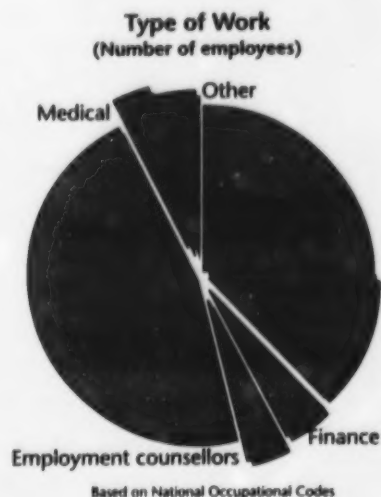


Equity & Diversity	% of BC Pop.	Regular %	Auxiliary %
Women in senior management	-	29	0
Women	50	65	75
Visible minorities	17	6.7	<3
Aboriginal	5	<3	<3
Persons with disabilities	9	6.1	<3

Location Of Work	Employees
Kamloops	3
Port Coquitlam	2
Vancouver	6
Victoria	182
Total	193

Age & Gender	Number of Employees		
Age Range	Female	Male	Total
<25	4	-	4
25 - 34	25	6	31
35 - 44	40	18	58
45 - 54	52	28	80
55 - 64	11	9	20
Total	132	61	193

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PRIORITIES FOR 1999-2000

In 1999/2000, in addition to its ongoing responsibilities, the Commission has set the following priorities:

- increase the representation of under-represented groups and youth in the public service;
- enhance employee learning to support the training and development of the public service, including establishment of an executive development program;
- ensure successful implementation of gainsharing to contract review, work process improvements and Short Term Illness and Injury Plan and Long Term Disability utilization rates;
- assist ministries in meeting fiscal and human resource expectations regarding staffing activities;
- streamline the processing of human resource and pay information to ensure

reliable data are available to enable informed human resource management decision making; and

- improve the co-ordination and dissemination of the Commission's policy, directives and information.

In 1999/2000, the Commission will also focus on the following special projects:

- Year 2000 – Ensure continuation after December 31, 1999 of all Commission operations, in particular the public service corporate human resources information and payroll system.
- Business Continuation Plan – Develop a detailed plan to ensure continuation of all Commission operations if there is a disaster (such as an earthquake or fire) that destroys office space, assets and information.





DEVELOPING A PROFESSIONAL AND REPRESENTATIVE PUBLIC SERVICE

Staffing and Workforce Adjustment

Overview

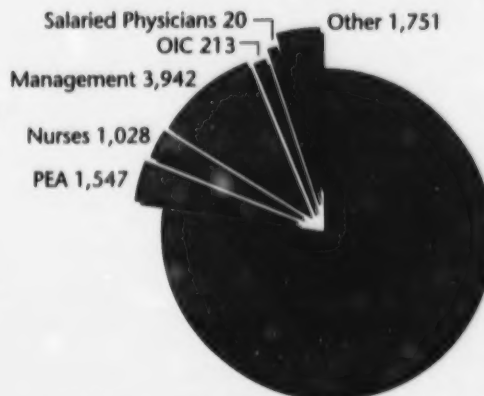
The Commission continued its role in ensuring that the principle of merit is applied in recruitment and selection of public service employees and assisting ministries with workforce adjustment initiatives.

The authority to hire under the *Public Service Act* rests with the Commissioner, whereas individual ministries carry out the actual hiring. The Commission develops hiring standards and policies, and works with ministries and agencies on staffing approaches and appeals of staffing decisions to the Public Service Appeal Board.

The Commission regularly publishes Postings, a tabloid of vacant positions in the public service, and coordinates all outside advertising activities related to staffing.

Recruitment Access Offices provide one-stop job application and referral service for entry-level, auxiliary and other designated

Public Service Act Employees By Employee Group (March 20, 1999)



positions. The offices reduce the workload and duplication of effort in ministry offices, resulting in improved services and better access for members of the public who are looking for government jobs.

The Career Development and Resource Centre provides counselling services for employees who are changing career due to adjustments in the workforce, illness or injury.



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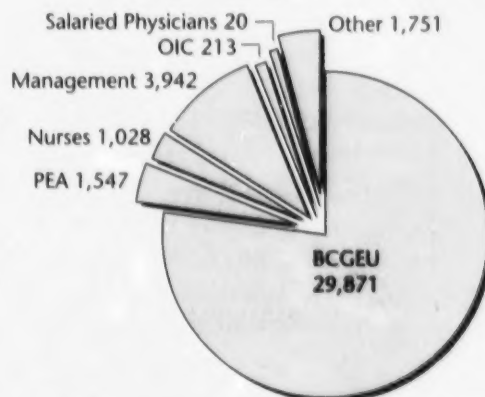
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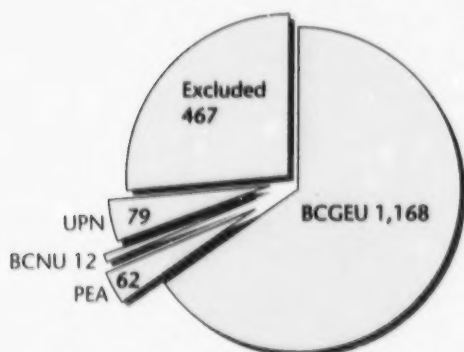
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Job Competitions Posted



The Year in Review

Major workforce adjustment initiatives focused on 50 staff in Forest Renewal BC and 156 staff in the Ministry of Forests who were declared surplus in this fiscal year. Employment security provisions negotiated in the last collective agreement with BCGEU require that employees be offered comparable jobs in government.

Placement activities resulting from major reorganization of the public service in 1996 and workforce adjustment initiatives in 1997/1998 continued.

A total of 1,521 competitions were posted in 25 issues of the Postings tabloid. These competitions covered 1,788 positions, 1,225 of which were posted in-service and 563 out-of-service. In all, 78 media advertisements were placed.

There were 117 appeals of hiring decisions. Of these, 41 were settled without a hearing, 34 were withdrawn, and 41 went to a hearing of the Public Service Appeal Board. Of the 41 appeals heard by the board, 26 were denied and 15 allowed.

In partnership with the Ministry of Attorney General, a Recruitment Access Office was opened in Vancouver in September 1998 and like its counterpart in Victoria is responsible for referring applicants to ministries for

entry-level and auxiliary positions. The Vancouver office, after seven months of operation, made referrals to 121 positions and 103 employees were hired. The Victoria office made referrals to 758 positions in ministries which resulted in the hiring of 609 employees.

The Recruitment Access Offices administer the government's electronic applicant inventory system. The public can currently apply electronically at the offices or on the Internet for the following government positions: youth employment, auxiliary, general clerical, information technology, communications, and tax auditor. The offices also perform community outreach to encourage under-represented groups to consider the public service as a career option.

A separate office was established to handle all hiring of information technology professionals. Applicants are now able to apply to a central inventory where they are matched with any vacant positions for which they are qualified.

The first year of the Public Service Youth Initiative resulted in 86 employees hired. Thirteen ministries or agencies participated in the program and ten youth interns were hired. An additional 1,081 youth were hired as part of the youth initiative in the Co-op and Youth Employment Programs.

A Business Process Improvement project was started in Staffing Division in January 1999 as the first in a series of initiatives to be implemented across the Commission. The goals of the project are to improve existing processes and develop consistent reporting mechanisms.

The staffing and workforce adjustment activities of the Commission cost \$1,033,000 and used 13 FTEs. The Commission also budgets for 50 youth employment positions at a cost of \$1,509,000.

Key Activities Planned for 1999/2000

- Assist ministries with funding for hiring an additional 14 youth interns as part of the Public Service Youth Initiative.
- Establish a central inventory for recruiting communications professionals across government.
- Open a third Recruitment Access Office in Prince George to serve the northern part of the province.
- Implement new selection standards for clerical classifications that are supported by electronically administered clerical testing.
- Pilot a job-share registry for six months so that applicants can find a job-share partner through an electronic database.

Employment Equity and Diversity

Overview

The *Public Service Act* provides for the recruitment and development of a well-qualified and efficient public service that represents the diversity of the people of British Columbia. The Commission assists ministries and agencies to achieve this diversity by developing and implementing employment equity policies and programs that remove barriers and provide opportunities to traditionally disadvantaged groups for employment in the public service. The Commission also assists ministries to evaluate the effectiveness of their efforts and to adjust imbalances in the makeup of their workforce.

Equity and diversity programs are aimed at four under-represented groups in government – aboriginal peoples, visible

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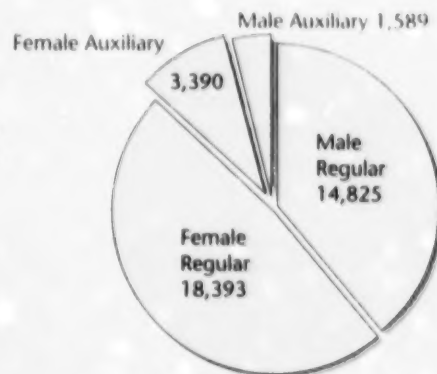
The Year in Review

Each ministry submitted progress reports on employment equity, for review by the Union Management Steering Committee on Employment Equity. The committee summarized ministries' progress in implementing their action plans and achieving their numerical goals in *Progress Report on 1997/1998 Employment Equity Action Plans for the Public Service* published in November 1998. The report showed that the public service continues to have a long way to go before it has a workforce representative of the population it serves. The committee made a number of recommendations to address problems of commitment and accountability.

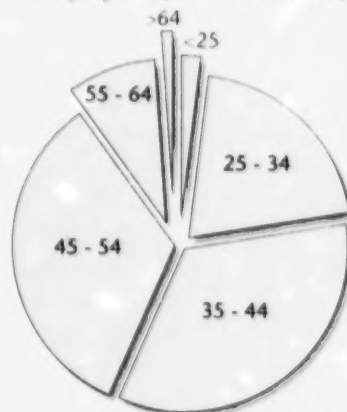
Each ministry also submitted updated action plans and numerical goals for hiring designated group members.

The new Recruitment Access Office in the greater Vancouver area will likely increase auxiliary and entry-level employment opportunities for equity groups in the area.

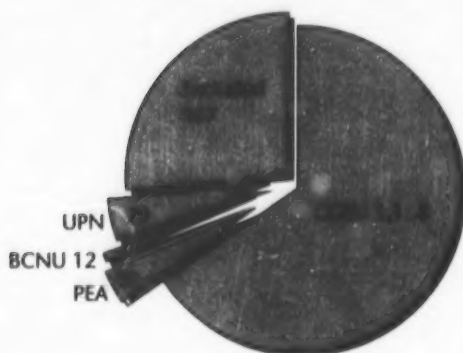
Gender – Public Service Employees (March 20, 1999)



Age – Public Service Employees (March 20, 1999)



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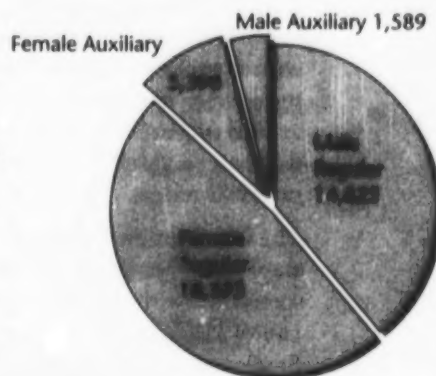
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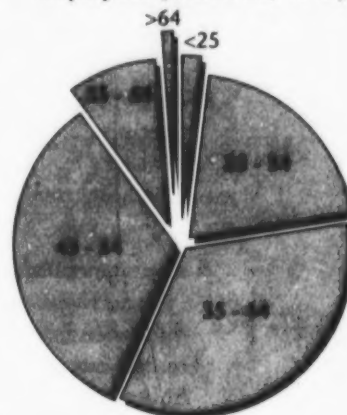
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Gender – Public Service Employees (March 20, 1999)



Age – Public Service Employees (March 20, 1999)



The Commission provided reports on the diversity of the applicant pool, referrals and hires for the Victoria and Vancouver Recruitment Access Offices. As well, the Commission worked with BC STATS to improve the format of data in the semi-annual workforce profile reports that are provided to ministries. The Commission also assisted ministries to make their workforce data comparable with occupational data from the 1996 census.

The Commission hosted a forum on employment equity in June 1998, co-sponsored by the Premier's Office and the Union Management Steering Committee on Employment Equity. Public service stakeholder groups came together to identify issues and commit to specific actions. The forum resulted in several government-wide initiatives:

- establishment of a Commission equity and diversity Intranet site (www.pserc.gov.bc.ca) with information on, and links to, equity-related policies, practices, training, employee associations and outreach organizations;
- development of terms of reference for Executive Sponsors and updating the mandates for the Inter-Ministry Committee and for the Union Management Steering Committee;
- development of a joint request to BC Human Rights Commission by thirteen ministries for approval to give preference to under-represented groups in auxiliary hiring;
- implementation of a corporate strategy for outreach that includes eight regional committees; and
- a proposal to conduct survey of people who have left the public service.

Other initiatives by the Commission to support employment equity included:

- continuation and expansion of the government mentoring program in 1998. This resulted in 193 mentoring partnerships. Another intake and matching period was implemented in early 1999;
- revision and delivery of training on reasonable accommodation, valuing and welcoming diversity, and employment equity data;
- provision of information and materials to ministries on best practices for recruitment, retention and promotion of under-represented groups; and
- approval of limitations for 24 competitions.

The cost of Employment Equity and Diversity programs was \$370,000 and utilized four FTEs.

Key Activities Planned for 1999/2000

- Assist ministries to update 1999/2000 action plans, ensure that goals are established for under-represented groups, and monitor progress in increasing representation.
- Improve systems, tools and training to identify and remove barriers to under-represented groups.
- Speed the rate that qualified under-represented group members are hired and promoted.
- Assist under-represented group members with career planning and career development.
- Develop current and user-friendly Workforce Profile reports.
- Work with ministries to ensure all employees know about the equity and diversity Website and make the site interactive.

Employee Development

Overview

The Commission has two broad employee development responsibilities:

- Employee Learning Services develops and coordinates staff training, and educational and development programs.
- The Career Development Resource Centre provides voluntary and confidential counselling services to employees who require career transition services.

Employee Learning Services is responsible for:

- promoting the role of learning in government;
- assessing government learning needs; and
- managing the development, delivery and evaluation of competency-based learning programs, products and services.

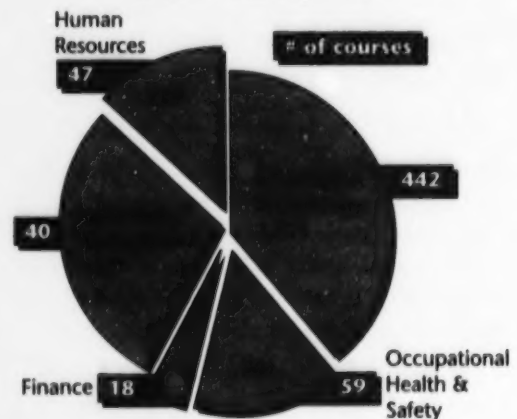
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- career counselling including transition counselling, interview coaching, resume preparation, job-search support and career assessment;
- vocational assessments;
- entrepreneurial training on planning and starting a small business;
- support to client organizations and employees during organizational transitions including announcement day support; and
- workshops on topics such as communications, career transitions, resume preparation, and Myers Briggs indicators.

The Year in Review

The Commission's Employee Learning Services continued to implement a new approach to employee training and development. Central to this approach is the recognition of the need for corporate training programs that support key government strategic directions, complement ministry business needs, and further the development of a progressive learning culture in the public service.

Employee Learning Services Participation



The Commission began work on a competency framework to ensure learning program development is linked to the business needs of government and other human resource management functions. The Commission also piloted components of a comprehensive executive development program, hosted an inter-jurisdictional conference on training and sponsored learning fairs for instructor-led, computer-assisted training. Training was developed for members of ministry joint union management committees to support Gainsharing.

Seventeen learning activities were offered using satellite technology. Through video-conferencing, several prominent information

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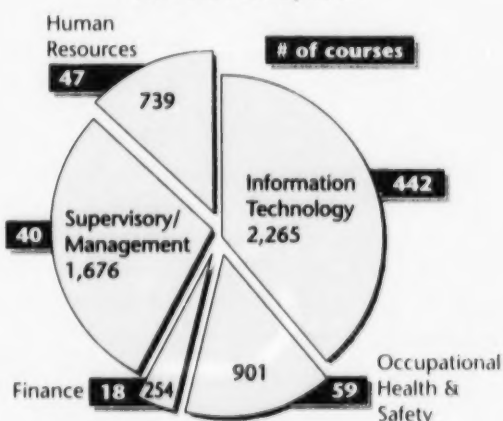
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technology speakers presented affordable, state-of-the-art briefings to large numbers of information technology professionals.

A total of 606 courses were offered by Employee Learning Services to 5,835 employees at a cost of \$2,744,673. Courses included:

- executive development
- information technology
- occupational health and safety
- training mandated under collective agreements
- human resources management
- finance
- leadership and supervisory training

A total of 470 staff participated in programs delivered by the Career Development Resource Centre. The largest number took part in workshops (245), followed by career counselling (103). Services were received in eight major locations across the province.

The budget for Employee Learning Services was \$1,985,399 of which \$935,000 was recovered from the ministries. An additional \$3 million was used for information technology training. A total of 15 FTEs were utilized in this area during the past fiscal year.

The Career Development and Resource Centre had a budget of \$628,531 of which \$230,338 was recovered from the ministries. There were six FTEs.

Key Activities Planned for 1999/2000

Employee Learning Services will:

- develop a comprehensive curriculum for supervisors and managers, finance, informational technology, and human resources professionals;
- respond to the report of the Auditor General on *Maintaining Human Capital*

in the British Columbia Public Service: The Role of Training and Development;

- develop a ministry-level training needs assessment and planning tool linked to business needs;
- improve regional service delivery of training and development programs, resource sharing, and better utilization of existing programs;
- build alliances with the public sector to achieve common training needs at lower costs; and
- ensure accountability by developing and applying evaluation tools.

Employee Learning Services and the Career Development and Resource Centre will develop and pilot an executive development program.

The Career Development and Resource Centre will:

- provide consultation services and deliver workshops on transition support to ministry executives; and
- offer assessment and career consulting services to support executive development.

Employee Involvement and Recognition

Overview

The Commission encourages employee initiative and creativity throughout the public service to improve performance and service, reduce costs, and increase employee satisfaction. The Employee Recognition Program provides awards of up to \$2,000 per employee for improvements resulting from either adopted ideas or successful work process review projects. The Commission also advises ministries on "staff appreciation"

awards for excellent performance. In addition, the Commission will be holding regional recognition events to salute and showcase achievements, communicate public service values and priorities, and build pride and recognition.

Employee Recognition Program awards are paid by the ministry that adopted the related improvement, except when the improvement benefits government as a whole, in which case the Commission pays the award. Staff appreciation awards are paid by the recipient's ministry.

The Year in Review

The program paid awards worth \$172,455 to 261 employees responsible for 70 improvements that produced net annual benefits (cost savings, revenue, and productivity gains) of \$13,405,015.

The 12th Master Agreement between the province and the BCGEU, included a Gainsharing memorandum which supports the Employee Recognition Program.

Employee Involvement and Recognition began developing a government Staff Appreciation Awards policy.

The policy is designed to:

- communicate public service values and priorities;
- showcase individuals, teams, branches and programs for specific achievements;
- strengthen accountability and performance management;
- develop broader, more adaptable skills through improvement-focused and team-based, inclusive work approaches; and
- improve public service esprit de corps and strengthen the perception that government is an attractive place to work.

Employee Involvement and Recognition utilized two FTEs and had a budget of \$162,000.

Key Activities Planned for 1999/2000

- Implement Gainsharing as it relates to the Employee Recognition Program.
- Complete the government Staff Appreciation Awards policy.
- Hold regional recognition events.





ESTABLISHING AND ADMINISTERING TERMS AND CONDITIONS OF EMPLOYMENT

Labour Relations

Overview

The Commission provides comprehensive negotiation and labour relations services and ensures that government's objectives in negotiation with public service unions and professional associations are met. Advice and support are provided to ministries and agencies on the interpretation and application of collective agreements. The Commission represents the government on matters arising out of collective agreements and employment-related legislation at arbitration before the Labour Relations Board, and other administrative tribunals. The Commission also provides negotiation assistance to other public service employees.

The Year in Review

The Commission finalized new master and component agreements with the BCGEU

and the Professional Employees Association without work stoppage or other strike action.

Signed on August 19, 1998, the BCGEU Master Agreement expires on March 30, 2001. The agreement has a monetary framework of 0%, 0% and 2% with a one-time lump sum payment on January 1, 2000, funded from savings realized through amendments to the collective agreement.

The main features of the collective agreement with BCGEU are: employment security for regular employees, equity adjustments, and a Gainsharing agreement. Gainsharing initiatives, which may be brought forward at any time, may be considered for additional payment to members of the bargaining unit.

Gainsharing is a way of linking an organization's achievements to financial rewards for its employees. If measurable productivity or efficiency gains are realized, a percentage of the savings is shared with employees. Under the accord with BCGEU, Gainsharing will be applied to:

- Contract review – identify contracts for services that can be performed by employees in a more cost-effective manner.
- Sick leave and long-term disability – reduce usage of wage loss benefit plans and return employees to work as quickly as possible.
- Employee Recognition Program – increase operational efficiencies.

A new collective agreement with the Queen's Printer Council of Graphic Arts Unions was concluded with the assistance of a Labour Relations Board appointed mediator. Discussions began to renew the administrative agreement with the Crown Counsel Association. A mediator has been established to inquire into the remaining issues in dispute.

A tentative agreement was reached with the BCNU/UPN and negotiations were concluded with the BC Medical Association regarding expert witness fees for services to government.

Negotiations with the BCMA on sessional agreements commenced. Negotiations continued with various professional associations including optometrists and physiotherapists to conclude fee schedules for services to government. The Commission also assisted the Community Social Services Sector in concluding collective agreements between employers and unions within that sector.

Transfer agreements were finalized for:

- Ministry of Advanced Education, Training and Technology (BC Online) employees to the private sector;
- Transportation and Highways (Marine Branch) employees to the Greater Vancouver Transit Authority;

- City of Vancouver (Custodial Attendants) employees to the Ministry of Attorney General; and
- federal government (Immigration Settlement Program) employees to the Ministry of Attorney General.

Discussions continued on the transfer of federal government (Labour Market Development) employees to the Ministry of Advanced Education, Training and Technology.

The Commission continued to coordinate the government-wide joint union/management review of service contracts to determine if it was cost effective and in the public interest to bring specific programs back into the public service.

The Commission provided three labour relations specialists to deliver 11, two-day courses on Effective Discipline and 14, one-day courses on Fundamentals of Supervision to supervisors and managers in ministries. Eight one-day courses were delivered for the joint training of union stewards and managers who respond to grievances.

Approximately 790 grievances from five bargaining units (BCGEU, Nurses, PEA, Queen's Printer Council of Graphic Arts Unions and Ambulance Paramedics of B.C.) that could not be resolved at the ministry level, were filed at arbitration by the unions. Including previous years' grievances, 1,025 were routed through the expedited arbitration process utilizing 32 hearing days in four locations. Thirty expedited arbitration awards were issued. Most of the remaining were settled, withdrawn or adjourned by the parties before the hearings. Additionally, the Commission was party to 21 formal arbitration awards and 18 Labour Relations Board decisions during the fiscal year.

The labour relations activities of the Commission cost \$2,520,204 and utilized 25 FTEs.

Key Activities Planned for 1999/2000

- Continue to represent the government as employer in all dispute resolution forums flowing from the collective agreements.
- Provide support and advice to ministries and agencies regarding the interpretation and application of collective agreements.
- Continue to develop strategies and support government restructuring and workforce adjustment.
- Continue to provide labour relations training and joint union/management training to ministries.
- Support implementation of joint contract review and gainsharing initiatives.
- Provide labour relations support to ministries for the transfer of programs and services in or out of the public service.
- Provide negotiating assistance to other public sector employers.

Classification and Organization

Overview

The Commission develops and maintains government-wide job evaluation plans. The Commission has responsibility for ensuring job evaluation plans are implemented equitably in all ministries and agencies that are guided by the *Public Service Act*.

Job evaluation is a formal process in which management determines the relative value to be placed on different jobs within an organization. This relative value then determines the appropriate salary.

The Commission is responsible for consultation with bargaining unit representatives in the construction of job evaluation plans and for the design and

implementation of management plans and related compensation administration policy.

Job evaluation authority is vested in the Commission and delegated to designated ministry staff. To accomplish equitable application of job evaluation plans, the Commission trains ministry personnel and conducts random audits. Some job evaluations are conducted by inter-ministry teams.

The Year in Review

Improvements were made to the new job evaluation plan for approximately 30,000 BCGEU bargaining unit positions. The Commission conducted advisory work on the implementation of the plan and added male-dominated jobs to the plan.

In early 1999, the Management Job Evaluation Plan was revised and benchmarks were added to reflect changes in the workplace. A framework for human resources jobs was created and will be followed by frameworks for financial positions and information technology positions.

A new delegation model for job evaluation was developed for bargaining unit and management employees. Web tools were put in place to assist ministries and the Commission staff with the job evaluation process.

Resources were assigned to a BCGEU classification appeal backlog task force. The joint employee/union committee, which began in the previous fiscal year, was able to resolve a significant number of appeals.

The Commission's classification and organization program cost \$1,188,841 and utilized 18 FTEs.

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Key Activities Planned for 1999/2000

- Re-examine the job evaluation plan for executive positions and compensation policies to increase flexibility of current excluded employee pay systems.
- Hold workshops to train designated employees in the application of job evaluation plans.
- Introduce an audit program.
- Review the job evaluation and compensation processes and try to improve reporting and administration.

Employee Benefits

Overview

The Commission is responsible for the major public service employee benefit plans, including employee and family benefits, and illness and injury benefits. The plans, which are established under the authority of the *Public Service Benefit Plan Act*. They cover all eligible employees during active employment, while in receipt of long-term disability benefits, and in some cases, after retirement. The Commission manages and

administers the plans, develops policy, and negotiates contracts with the insurance companies.

Funding for the benefits is recovered as a percentage of payroll from the ministries, Crown corporations, agencies, boards and commissions that participate in these plans pay the costs of the benefits provided to their employees.

Great West Life is the private insurance carrier for Group Life and Long Term Disability, while Pacific Blue Cross is the carrier for Extended Health and Dental plans.

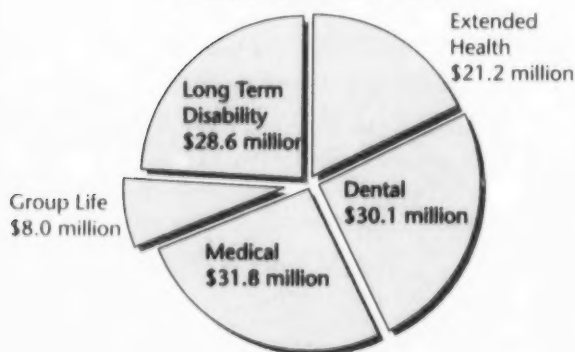
Employee and family benefits include: Group Life Insurance, Air Travel Insurance, Extended Health and Dental Benefits, Deferred Salary Leave Program, Medical Services Plan of British Columbia, Employee Benefit Trust, and Judicial Benefit Trust.

Illness and injury benefits include: the Short Term Illness and Injury Plan, which is designed to continue part of employees' earnings in the event of inability to work due to illness or injury for up to seven months, and the Long Term Disability Plan, which provides employees with income if they become disabled due to illness or injury for longer than seven months.

Workers' Compensation benefits are paid to employees who are ill or injured as a result of work-related accidents. The Commission assists ministries developing prevention programs and ensuring compliance with WCB regulations.

Government Employee Health Services offices are in Vancouver, Victoria, Kamloops and Port Coquitlam. Occupational health doctors and nurses at these offices focus on development and improvement of the Early Medical Intervention Program. Staff work with employees and their doctors to identify barriers to medical recovery and through ministry case managers, facilitate the safe return to work when employees have

Employee Insurance Benefits Costs



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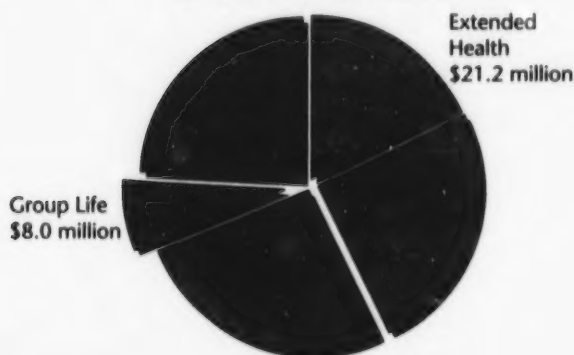
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Employee Insurance Benefits Costs



recovered. Staff also deliver pre-employment medical examinations and advise on medical aspects of health and safety hazards.

As a requirement of the *Public Service Benefit Plan Act*, the Commission produces an annual report of its benefits programs.

The Year in Review

Cost savings in the benefit plans were achieved through collective bargaining and tendering of insurance contracts.

Two benefit programs at the Commission underwent financial audits. The Auditor General audited the Long Term Disability Plan and the Office of the Comptroller General audited the Group Life Plan.

The Commission concluded 26 excluded employee severance settlements that ranged from three to 18 months.

The Commission established a handbook on disability case management on the Intranet.

The Commission piloted a training program on disability case management.

The Commission recovered the pensioner benefit cost from the other employers participating in the Public Service Pension Plan and is working with the Superannuation Commission to fund from employer contributions to the pension plan.

Through collective bargaining, added cost savings to the extended health and dental plan were achieved by having benefit coverage end on the day an employee terminates employment. Dental recall was moved from every six months to every nine months. The amount paid for registered psychologist fees was reduced and redirected to the Employee and Family Assistance Plan.

The new WCB Occupational Health and Safety Regulation were implemented on April 15, 1998. In partnership with the

WCB, the Corporate Occupational Health and Safety Branch briefed the ministries throughout the province on the new regulation.

The WCB claims cost recovery program, initiated in 1997/1998, has met with positive results.

A Guide to Prevention of Strain Injuries in the Office was jointly developed by the Commission and the BCGEU and has been widely distributed to ministries and local safety committees.

A new corporate policy on Occupational Health and Safety was completed.

A total of 5,000 illness absences were recorded and approximately 1,500 new cases were identified and managed under the Early Medical Intervention Program.

Working with the Ministry of Human Resources, Government Employee Health Services Staff developed and implemented an advanced case management and employee wellness project in one region of the province that was well received. The project resulted in a decrease in sick leave utilization and timely resolution of potentially disabling workplace health concerns.

Employee benefits program administration cost \$3,559,000, all of which was recovered from ministries. The program utilized 36 FTEs.

Key Activities Planned for 1999/2000

- Continue to computerize Long Term Disability and Rehabilitation Committee administrative functions to decrease duplicate record storage.
- Continue reviewing Rehabilitation Committee practices for better efficiencies and consultation with unions on administrative streamlining.

- Issue a request for proposal for administration of the Long Term Disability Plan.
- Improve the disability management program to reduce usage of the Short Term Illness and Injury Plan and the Long Term Disability Plan.
- Distribute information on short-term illness and injury and long-term disability usage to ministries so they can monitor absenteeism activity.
- Deliver a pilot training program on disability case management to staff in Prince George, Kamloops, Kelowna, Nanaimo, Victoria and Vancouver.
- Develop a basic training program for supervisors and managers in managing health-related absences.
- Re-engineer business processes with pay and personnel offices to simplify them, reduce processing time and cost, and improve service levels.
- Move toward Web-based information dissemination and business applications.
- Scan and file group life beneficiary designation cards and the optional spouse and dependent selection of coverage cards offsite in secure, disaster-proof storage. This process is being automated to provide better feedback to the ministries and agencies on the receipt and acceptance of these documents.
- Provide briefings, advice and assistance to ministries on introduction of new health and safety legislation expected in the fall.
- Continue to enhance claims management efforts to reduce costs and improve the WCB rehabilitation and return to work program.
- Evaluate options and develop an information systems strategy for improved reporting and management of WCB accident, injury and claims activity in the public service.
- Implement an expanded Employee and Family Assistance Program for eligible public service employees, as a result of 1998 collective bargaining agreements.
- Implement an emotional care clinical strategy.
- Develop an Early Medical Intervention Program and Supervisor Training program to improve engagement and access to programs by community care givers and employees.

Central Payroll and Personal Information

Overview

The Commission operates and maintains the Corporate Human Resource Information and Payroll System (CHIPS). This computerized human resource management system has been used across government since December 1995. The system is designed to support all aspects of human resources including payroll, leave, recruitment and training administration. The Commission staff provide ongoing technical support and training for about 1,800 staff in ministries and agencies across government. Expenditures for services are fully recovered from the ministries.

The Year in Review

The next major upgrade (Release 3) of the CHIPS software was implemented in this fiscal year. The first step in a new corporate reporting strategy that provides FTE reports from CHIPS data was implemented.

The Commission conducted a full system-level Y2K testing of all server hardware and system-level software. The results indicated that the system is Y2K compliant.

Production Payrun Processes were tested and minor issues were corrected.

A Payroll Integration Project was established to develop and implement the changes necessary for reliable, efficient and consistent processing of payroll, benefits and leave information across government.

This area of the Commission cost \$3,530,000 and utilized 39 FTEs.

Key Activities Planned for 1999/2000

- Launch an initiative to consolidate all human resources and payroll information. This will markedly improve access to corporate information, particularly during collective bargaining.
- Develop a three-year integrated technical architecture plan for the Commission's technical operations of corporate government applications. This will streamline, rationalize and integrate the current diverse technical platforms and databases.
- Review specifications for PeopleSoft 8.0, government's human resources and payroll system, in preparation for the upgrade to this new version of the software in 2001.
- Make human resource and payroll information available to managers and employees on the provincial government Intranet.
- Standardize payroll procedures with the development of a payroll procedures manual that is acceptable to clients, central agencies and payroll staff.
- Develop a new interface for the Superannuation Commission's Integrated Pension Adjustment System.

Policy Development and Implementation

Overview

The Commission provides policy analysis and advice on a variety of programs and projects related to the public service. It develops, disseminates and implements policies and guidelines related to terms and conditions of employment and the effective management of public service human resources. The Commission also prepares draft legislation, regulations and policy directives for the approval of the Minister Responsible for the Public Service who administers the *Public Service Act*.

A major focus of this area is the development of a new edition of the *Personnel Management Policies and Procedures Manual*. The Commission is rewriting each policy in the current manual into a user-friendly format. Those policies that need major revisions and updating are going through a consultation process with the ministries and unions.

The Commission's policy area is responsible for providing leadership and expertise to support the government's commitment to achieve a discrimination-free and harassment-free workplace. The area also provides leadership and expertise in the ethics and standards of conduct for public service employees.

The Year in Review

A total of 10 new policies were drafted and consultation initiated. Four policies went through the complete consultation process and were approved by the Minister.

The *Personnel Management Policies and Procedures Manual* was made available on line.

Ethics in the public service is a priority for the Commission. Designated ministry ethics officers who are responsible for providing ethical guidance to employees, have met with the Commission regularly to discuss common ethical issues facing public service employees.

The Commission continued to focus on human rights in the workplace and has spent considerable time revising the discrimination prevention program that is given to all public service employees. The Human Rights in the Workplace – Discrimination and Sexual Harassment policy was also updated and made available on the Internet.

In 1998/1999, policy development and implementation cost \$124,401 and used 2.5 FTEs. A total of \$52,608 was recovered from the ministries

Key Activities Planned for 1999/2000

- Review past two years of correspondence to human resources directors, index and post on a secure Website.
- Develop a procedure to post all new memos on a secure Website.
- Develop a standard format for directives, guidelines, advice and information from Commission.
- Produce a *Guide to Terms & Conditions of Employment for Excluded Employees*.
- Revise and update all the Commission information and training packages concerning human rights in the public service.
- Continue revision of outdated personnel policies.



INTERNAL MANAGEMENT AND SUPPORT SERVICES

Overview

This program area of the Commission provides a wide range of operational support and administrative services critical to its efficient and effective operation.

Services include:

- providing internal and external communications, media and public relations services;
- managing the Commission's corporate Internet and Intranet sites;
- advising Commission program areas on all print and Web-based publications;
- processing requests under the *Freedom of Information and Protection of Privacy Act*;
- providing research services to support decision-making and labour negotiations;
- communicating FTE utilization and related public service demographic data;
- providing the Commission's computer infrastructure and developing and implementing computer applications;

- providing internal financial management, administrative and personnel services; and
- providing financial administration for government-wide programs.

The Year in Review

The management services area supported the Commission with ongoing management support, including the redesign and implementation of the public Internet site and the internal Intranet site.

A total of 26 freedom of information requests were processed involving participation in two reviews and one inquiry. Requests came from employees, media and the public for information about arbitration files, severance payments, classification reviews, and government public service statistics.

Highlights of software application development included:

- a Web-based applicant inventory system to match applicant's skills with position vacancies; and

- a Web-based system to assist employees interested in finding job-share partners.

The Commission's internal computer software and hardware were tested and adjusted so they will function properly in year 2000.

Monthly and quarterly standard reports on the demographics of the public service were produced during both fiscal years.

The Commission's management services area utilized 22 FTEs and cost \$2,438,296 of which \$442,392 was recovered from the ministries.

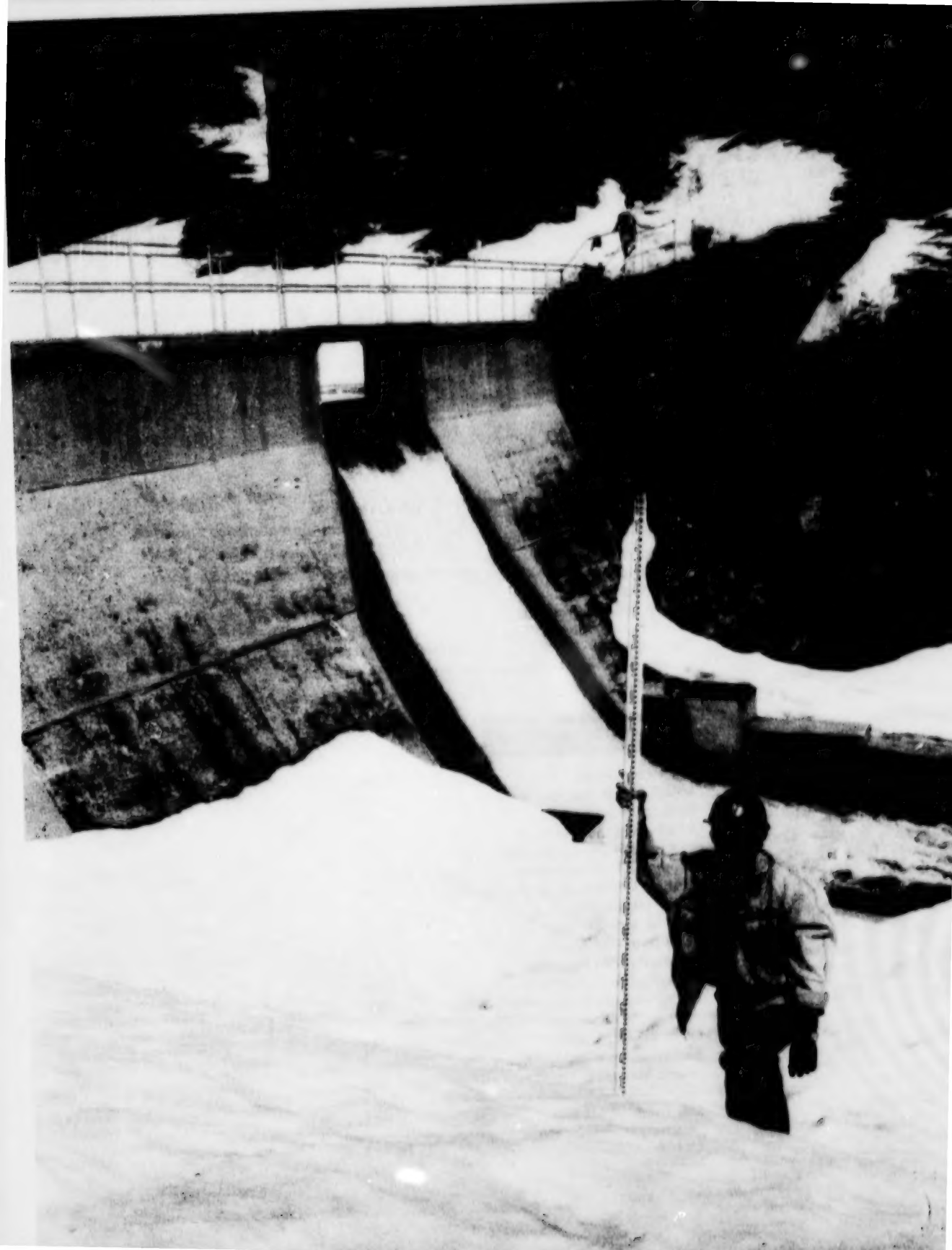
Key Activities Planned for 1999/2000

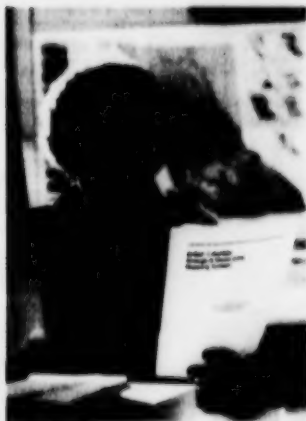
- Ensure continuation after December 31, 1999 of all Commission operations, in particular the public service corporate human resources information payroll system.
- Develop a detailed plan to ensure continuation of all Commission operations if there is a disaster that destroys office space, assets and information.
- Prepare a Technical Architecture Plan for the Commission's computerized systems.
- Develop a second Commission Business Plan.



EXPENDITURES

Commission Operations		1998/1999
		(\$'000)
Salaries and Benefits		7,629
Operating Costs		5,919
Asset Acquisitions		370
Grants and Contributions		39
Other Expenditures		0
Recoveries		(3,543)
Sub Total		10,414
Pension and Employee Benefits Administration		1998/1999
Provincial Pension		121,189
Miscellaneous Statutory Items		5,205
Canada Pension		35,990
Members of the Legislative Assembly Superannuation		246
Death and Retiring Benefits		1,727
Extended Health and Dental Benefits		37,799
Group Insurance		4,325
Medical Services Plan		28,982
Long Term Disability		23,301
Unemployment Insurance		41,845
Worker's Compensation		649
Employee Assistance Program Administration		402
Other Benefits		12,689
Recoveries from Special Offices and Ministries		(314,348)
Sub Total		1
TOTAL		10,415





PUBLIC SERVICE PROFILE

Public Service Act Employees by Employee Group

March 20, 1999

	Total	% of Government
Bargaining Unit		
B.C. Government and Service Employees' Union (BCGEU)	29,871	78
Public Employees Association (PEA)	1,547	4
Nurses	1,028	3
Total Bargaining Unit	32,446	85
Excluded		
Management	3,942	10
OIC	213	<1
Other	20	<1
Salaried Physicians	1,576	4
Total Excluded	5,751	15
Total Government	38,197	100

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Public Service Act Employees by Ministry

March 20, 1999

	Number	% of Govt.	Average Annual Salary (\$)
Aboriginal Affairs	168	<1	54,200
Advanced Education, Training & Technology	674	2	43,100
Agriculture & Food	322	<1	48,700
Attorney General	6,543	17	42,900
Children & Families	4,831	13	42,300
Education	392	1	46,100
Employment & Investment	311	<1	50,100
Energy & Mines	363	<1	48,800
Environment, Lands & Parks	2,113	6	46,500
Finance	2,094	5	46,200
Fisheries	174	<1	48,200
Forests	4,253	11	46,700
Health	2,044	5	41,300
Human Resources	2,795	7	38,100
Labour	311	<1	48,100
Municipal Affairs	506	1	46,400
Small Business, Tourism & Culture	574	2	42,500
Transportation & Highways	2,441	6	42,800
Women's Equality	82	<1	46,400
Auditor General	90	<1	54,700
BC Assets & Land Corporation	19	<1	57,900
BC Mental Health Society	1,638	4	37,800
BC Utilities Commission	1	<1	37,400
Child Advocate	9	<1	51,000
END/LUCO*	75	<1	52,800
Environmental Appeal Board/Forest Appeals Commission	9	<1	43,800
Forest Practices Board	27	<1	57,700
Forest Renewal BC	174	<1	53,800
Industry, Training and Apprenticeship Commission	92	<1	44,800
Information & Privacy Commissioner	23	<1	56,200
Information, Science & Technology Agency	595	2	48,500
Intergovernmental Relations	32	<1	55,100
Legislative Assembly	2	<1	39,700
Liquor Distribution Branch	3,232	8	33,900
Oak Bay Lodge	295	<1	34,100
Ombudsman	55	<1	57,000
Police Complaint Commissioner	5	<1	57,600
Premier's Office	36	<1	50,100
Provincial Capital Commission	27	<1	34,200
Product Sales & Services	333	<1	39,800
Royal BC Museum	144	<1	39,200
Tillicum & Veterans' Care Society	295	<1	34,500
TOTAL	38,197	100	42,686

Salaries based on payroll data and rounded to nearest \$100 *Environmental Assessment Office/Land Use Coordination Office

Public Service Employees by Ministry and Employee Group March 20, 1999

	Bargaining Unit					Excluded				As % of Ministry		
	Total	Number	BCGEU	PEA	Nurses	Number	*Mgmt.	**OIC	*** Other	Barg Unit	All Excluded	Mgmt.
Aboriginal Affairs	165	86	86	-	-	80	84	12	4	52	48	39
Advanced Education, Training & Technology	674	579	579	-	-	95	75	9	11	86	14	11
Agriculture & Food	322	263	171	92	-	39	46	9	4	62	18	14
Attorney General	6,543	4,843	4,808	1	34	1,700	668	9	1,023	74	26	10
Children & Families	4,831	4,533	4,318	44	171	298	273	14	11	95	6	6
Education	392	307	307	-	-	85	69	5	11	78	22	18
Employment & Investment	311	176	176	-	-	135	122	8	5	57	43	39
Energy & Mines	363	302	210	92	-	61	45	11	5	83	17	12
Environment, Lands & Parks	2,113	1,910	1,709	201	-	203	189	7	7	90	10	9
Finance	2,094	1,179	1,176	3	-	915	578	39	298	56	44	28
Fisheries	174	136	134	2	-	38	29	6	3	79	22	17
Forests	4,253	3,810	2,900	910	-	443	403	8	32	90	10	9
Health	2,644	1,811	1,599	27	185	233	200	7	26	89	11	9
Human Resources	2,795	2,668	2,668	-	-	127	112	6	9	95	5	4
Labour	311	149	149	-	-	162	147	8	7	48	52	47
Municipal Affairs	506	416	406	10	-	90	67	5	18	82	18	13
Small Business, Tourism & Culture	374	449	449	-	-	125	114	7	4	79	22	20
Transportation & Highways	2,441	2,216	2,087	126	3	225	203	6	16	91	9	8
Women's Equality	82	54	54	-	-	28	21	6	1	66	34	36
Auditor General	90	-	-	-	-	90	79	-	11	-	100	88
BC Assets & Land Corporation	19	5	5	-	-	14	12	-	2	26	74	63
BC Mental Health Society	1,638	1,611	1,024	31	556	27	25	-	2	98	2	1
BC Utilities Commission	1	-	-	-	-	1	-	-	1	-	100	-
Child Advocate	9	-	-	-	-	9	5	-	4	-	100	56
EAO/USCO****	75	45	44	1	-	30	29	-	1	60	40	39
Environmental Appeal Board/ Forest Appeals Commission	9	3	3	-	-	6	3	-	3	33	67	33
Forest Practices Board	27	10	10	-	-	17	13	-	2	57	43	56
Forest Renewal BC	174	97	97	-	-	77	71	-	6	56	44	41
Industry Training and Apprenticeship Commission	92	84	84	-	-	8	8	1	1	91	9	7
Information & Privacy Commissioner	23	-	-	-	-	23	13	-	10	-	100	57
Information, Science & Technology Agency	393	493	493	-	-	100	92	1	7	89	11	13
Intergovernmental Relations	32	6	6	-	-	26	22	-	4	19	81	69
Legislative Assembly	2	-	-	-	-	2	-	-	2	-	100	-
Liquor Distribution Branch	3,232	3,160	3,160	-	-	72	70	-	2	98	2	2
Oak Bay Lodge	295	288	245	-	43	7	7	-	-	98	2	2
Ombudsman	55	-	-	-	-	55	37	-	18	-	100	67
Police Complaint Commissioner	5	1	1	-	-	4	3	-	1	20	80	60
Premier's Office	36	2	2	-	-	34	4	29	1	6	94	11
Provincial Capital Commission	27	24	24	-	-	3	3	-	-	89	11	11
Product Sales & Services	333	307	302	5	-	26	24	-	2	92	8	7
Royal BC Museum	144	135	135	-	-	9	9	-	-	94	6	6
Tillicum & Veterans' Care Society	295	286	248	2	36	9	8	-	1	97	3	2
TOTAL	38,197	32,446	29,871	1,547	1,028	5,751	3,962	213	1,576			

* Includes salaried physicians / ** Order in Council appointments / *** Includes Schedule A admin support employees exempted from the union due to confidential nature of work performed, legal counsel, articling students, exec secretaries and judicial admin assistants / **** Environmental Assessment Office/Land Use Coordination Office

Public Service Act Employees by Ministry

March 20, 1999

	Number	% of Govt.	Average Annual Salary (\$)
Aboriginal Affairs	166	<1	54,200
Advanced Education, Training & Technology	674	2	43,100
Agriculture & Food	322	<1	48,700
Attorney General	6,543	17	42,900
Children & Families	4,831	13	42,300
Education	392	1	46,100
Employment & Investment	311	<1	50,100
Energy & Mines	363	<1	48,800
Environment, Lands & Parks	2,113	6	46,500
Finance	2,094	5	46,200
Fisheries	174	<1	48,200
Forests	4,253	11	46,700
Health	2,044	5	41,300
Human Resources	2,795	7	38,100
Labour	311	<1	48,100
Municipal Affairs	506	1	46,400
Small Business, Tourism & Culture	574	2	42,500
Transportation & Highways	2,441	6	42,800
Women's Equality	82	<1	46,400
Auditor General	90	<1	54,700
BC Assets & Land Corporation	19	<1	57,900
BC Mental Health Society	1,638	4	37,800
BC Utilities Commission	1	<1	37,400
Child Advocate	9	<1	51,000
EAO/LUCO*	75	<1	52,800
Environmental Appeal Board/Forest Appeals Commission	9	<1	43,800
Forest Practices Board	27	<1	57,700
Forest Renewal BC	174	<1	53,800
Industry, Training and Apprenticeship Commission	92	<1	44,800
Information & Privacy Commissioner	23	<1	56,200
Information, Science & Technology Agency	595	2	48,500
Intergovernmental Relations	32	<1	55,100
Legislative Assembly	2	<1	39,700
Liquor Distribution Branch	3,232	8	33,900
Oak Bay Lodge	295	<1	34,100
Ombudsman	55	<1	57,000
Police Complaint Commissioner	5	<1	57,600
Premier's Office	36	<1	50,100
Provincial Capital Commission	27	<1	36,200
Product Sales & Services	333	<1	39,800
Royal BC Museum	144	<1	39,200
Tillicum & Veterans' Care Society	295	<1	34,500
TOTAL	38,197	100	42,600

Salaries based on payroll data and rounded to nearest \$100. *Environmental Assessment Office/Land Use Coordination Office

Public Service Employees by Ministry and Employee Group - March 20, 1999

	Bargaining Unit					Excluded				As % of Ministry		
	Total	Number	BCGEU	PEA	Nurses	Number	*Mgmt.	**OIC	*** Other	Barg Unit	All Excluded	Mgmt.
Aboriginal Affairs	166	86	86	-	-	80	64	12	4	52	48	39
Advanced Education, Training & Technology	674	579	579	-	-	95	75	9	11	86	14	11
Agriculture & Food	322	263	171	92	-	59	46	9	4	82	18	14
Attorney General	6,543	4,843	4,808	1	34	1,700	668	9	1,023	74	26	10
Children & Families	4,831	4,533	4,318	44	171	298	273	14	11	94	6	6
Education	392	307	307	-	-	85	69	5	11	78	22	18
Employment & Investment	311	176	176	-	-	135	122	8	5	57	43	39
Energy & Mines	363	302	210	92	-	61	45	11	5	83	17	12
Environment, Lands & Parks	2,113	1,910	1,709	201	-	203	189	7	7	90	10	9
Finance	2,094	1,179	1,176	3	-	915	578	39	298	56	44	28
Fisheries	174	136	134	2	-	38	29	6	3	78	22	17
Forests	4,253	3,810	2,900	910	-	443	403	8	32	90	10	9
Health	2,044	1,811	1,599	27	185	233	200	7	26	89	11	9
Human Resources	2,795	2,668	2,668	-	-	127	112	6	9	95	5	4
Labour	311	149	149	-	-	162	147	8	7	48	52	47
Municipal Affairs	506	416	406	10	-	90	67	5	18	82	18	13
Small Business, Tourism & Culture	574	449	449	-	-	125	114	7	4	78	22	20
Transportation & Highways	2,441	2,216	2,087	126	3	225	203	6	16	91	9	8
Women's Equality	82	54	54	-	-	28	21	6	1	66	34	26
Auditor General	90	-	-	-	-	90	79	-	11	-	100	88
BC Assets & Land Corporation	19	5	5	-	-	14	12	-	2	26	74	63
BC Mental Health Society	1,638	1,611	1,024	31	556	27	25	-	2	98	2	1
BC Utilities Commission	1	-	-	-	-	1	-	-	1	-	100	-
Child Advocate	9	-	-	-	-	9	5	-	4	-	100	56
EAO/LUCO****	75	45	44	1	-	30	29	-	1	60	40	39
Environmental Appeal Board/ Forest Appeals Commission	9	3	3	-	-	6	3	-	3	33	67	33
Forest Practices Board	27	10	10	-	-	17	15	-	2	37	63	56
Forest Renewal BC	174	97	97	-	-	77	71	-	6	56	44	41
Industry, Training and Apprenticeship Commission	92	84	84	-	-	8	6	1	1	91	9	7
Information & Privacy Commissioner	23	-	-	-	-	23	13	-	10	-	100	57
Information, Science & Technology Agency	595	495	495	-	-	100	92	1	7	83	17	15
Intergovernmental Relations	32	6	6	-	-	26	22	-	4	19	81	69
Legislative Assembly	2	-	-	-	-	2	-	-	2	-	100	-
Liquor Distribution Branch	3,232	3,160	3,160	-	-	72	70	-	2	98	2	2
Oak Bay Lodge	295	288	245	-	43	7	7	-	-	98	2	2
Ombudsman	55	-	-	-	-	55	37	-	18	-	100	67
Police Complaint Commissioner	5	1	1	-	-	4	3	-	1	20	80	60
Premier's Office	36	2	2	-	-	34	4	29	1	6	94	11
Provincial Capital Commission	27	24	24	-	-	3	3	-	-	89	11	11
Product Sales & Services	333	307	302	5	-	26	24	-	2	92	8	7
Royal BC Museum	144	135	135	-	-	9	9	-	-	94	6	6
Tillicum & Veterans' Care Society	295	286	248	2	36	9	8	-	1	97	3	2
TOTAL	38,197	32,446	29,871	1,547	1,028	5,751	3,962	213	1,576			

* Includes salaried physicians / ** Order in Council appointments / *** Includes Schedule A admin support employees exempted from the union due to confidential nature of work performed, legal counsel, articling students, exec secretaries and judicial admin assistants / **** Environmental Assessment Office/Land Use Coordination Office

PUBLIC SERVICE EMPLOYEE RELATIONS COMMISSION

Public Service Employees by Employee Group, Salary and Gender March 20, 1999

	Total				Regular				Auxiliary			
	Number	% of Group	Average Annual Salary (\$)	Female Salary as % Male	Number	% of Group	Average Annual Salary (\$)	Female Salary as % Male	Number	% of Group	Average Annual Salary (\$)	Female Salary as % Male
Bargaining Unit												
***BCGEU												
Male	11,991	40	41,700		10,558	42	42,800		1,433	32	33,200	
Female	17,880	60	36,500	88	14,869	58	37,600	88	3,011	68	31,500	95
Total	29,871	100	38,600		25,427	100	39,700		4,444	100	32,100	
Public Employees' Association (PEA)												
Male	1,267	82	56,000		1,258	83	56,100		9	36	46,100	
Female	280	18	53,000	95	264	17	53,400	95	16	64	46,100	100
Total	1,547	100	55,500		1,522	100	55,600		25	100	46,100	
Nurses												
Male	276	27	42,700		244	30	43,300		32	16	38,200	
Female	752	73	41,600	97	579	70	42,700	99	173	84	38,000	99
Total	1,028	100	41,900		823	100	42,900		205	100	38,000	
Total Bargaining Unit												
Male	13,534	42	43,000		12,060	43	44,200		1,474	32	33,400	
Female	18,912	58	37,000	86	15,712	57	38,000	86	3,200	68	31,900	96
Total	32,446	100	39,500		27,772	100	40,700		4,674	100	32,400	
Excluded												
Management												
Male	2,381	60	66,600		2,339	61	66,800		42	47	55,200	
Female	1,561	40	61,100	92	1,513	39	61,300	92	48	53	54,800	99
Total	3,942	100	64,400		3,852	100	64,600		90	100	55,000	
*OIC												
Male	52	24	65,000		51	25	65,800		1	20	27,400	
Female	161	76	45,900	71	157	75	46,300	70	4	80	30,000	109
Total	213	100	50,600		208	100	51,100		5	100	29,500	
Physicians												
Male	15	75	104,900		15	75	104,900		-	-	-	
Female	5	25	100,200	96	5	25	100,200	96	-	-	-	-
Total	20	100	103,700		20	100	103,700		-	-	-	-
**Other												
Male	432	27	66,100		360	26	71,100		72	34	41,000	
Female	1,144	73	43,900	66	1,006	74	44,700	63	138	66	37,600	92
Total	1,576	100	50,000		1,366	100	51,700		210	100	38,700	
Total Excluded												
Male	2,880	50	66,700		2,765	51	67,600		115	38	46,000	
Female	2,871	50	53,400	80	2,681	49	54,300	80	190	62	41,800	91
Total	5,751	100	60,100		5,446	100	61,000		305	100	43,400	
Total Government												
Male	16,414	43	47,200		14,825	45	48,600		1,589	32	34,300	
Female	21,783	57	39,200	83	18,393	55	40,400	83	3,390	68	32,500	95
Total	38,197	100	42,600		33,218	100	44,000		4,979	100	33,100	

* Order in Council appointments / ** Includes Schedule A admin support employees exempted from the union due to confidential nature of work performed, legal counsel, articling students, exec secretaries and judicial admin assistants / ***B.C. Government and Service Employees' Union/Salaries rounded to nearest \$100

Public Service Employees by Employee Group, Gender and Age March 20, 1999

		<25 Years		25-34 Years		35-44 Years		45-54 Years		55-64 Years		>64 Years		All Ages		Average Age
		Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%	
Bargaining Unit																
***BCGEU																
Male	263	2	2,432	20	4,022	34	4,232	35	1040	9	2	<1	11,991	100	42	
Female	483	3	4,268	24	6,436	36	5,364	30	1327	7	2	<1	17,880	100	41	
Total	746	3	6,700	22	10,458	35	9,596	32	2367	8	4	<1	29,871	100	42	
Public Employees' Association (PEA)																
Male	3	<1	133	11	516	41	476	38	138	11	1	<1	1,267	100	44	
Female	2	<1	89	32	143	51	43	16	3	1	-	-	280	100	38	
Total	5	<1	222	14	659	43	519	34	141	9	1	<1	1,547	100	43	
Nurses																
Male	2	<1	36	13	59	21	111	40	68	25	-	-	276	100	47	
Female	12	2	171	23	165	22	279	37	125	17	-	-	752	100	44	
Total	14	1	207	20	224	22	390	38	193	19	-	-	1,028	100	45	
Total Bargaining Unit																
Male	268	2	2,601	19	4,597	34	4,819	36	1,246	9	3	<1	13,534	100	43	
Female	497	3	4,528	24	6,744	36	5,686	30	1,455	8	2	<1	18,912	100	41	
Total	765	2	7,129	22	11,341	35	10,505	32	2,701	8	5	<1	32,446	100	42	
Excluded																
Management																
Male	3	<1	113	5	646	27	1,322	56	296	12	1	<1	2,381	100	47	
Female	3	<1	190	12	580	37	673	43	115	7	-	-	1,561	100	44	
Total	6	<1	303	8	1226	31	1,995	51	411	10	1	<1	3,942	100	46	
*OIC																
Male	1	2	10	19	18	35	20	38	3	6	-	-	52	100	43	
Female	5	3	45	28	57	35	45	28	9	6	-	-	161	100	40	
Total	6	3	55	26	75	35	65	31	12	6	-	-	213	100	40	
Salaried Physicians																
Male	-	-	-	-	3	20	6	40	6	40	-	-	15	100	53	
Female	-	-	-	-	1	20	3	60	1	20	-	-	5	100	49	
Total	-	-	-	-	4	20	9	45	7	35	-	-	20	100	52	
**Other																
Male	10	2	90	21	150	35	144	33	38	9	-	-	432	100	42	
Female	22	2	310	27	400	35	311	27	101	9	-	-	1,144	100	41	
Total	32	2	400	25	550	35	455	29	139	9	-	-	1,576	100	41	
Total Excluded																
Male	14	<1	213	7	817	28	1,492	52	343	12	1	<1	2,880	100	46	
Female	30	1	545	19	1,038	36	1,032	36	226	8	-	-	2,871	100	43	
Total	44	<1	758	13	1,855	32	2,524	44	569	10	1	<1	5,751	100	45	
Total Government																
Male	282	2	2,814	17	5,414	33	6,311	38	1,589	10	4	<1	16,414	100	43	
Female	527	2	5,073	23	7782	36	6,718	31	1,681	8	2	<1	21,783	100	41	
Total	809	2	7,887	21	13,196	35	13,029	34	3,270	9	6	<1	38,197	100	42	

* Order in Council appointments / ** Includes Schedule A admin support employees exempted from the union due to confidential nature of work performed, legal counsel, articling students, exec secretaries and judicial admin assistants / ***B.C. Government and Service Employees' Union/Salaries rounded to nearest \$100

**IMPORTANT NOTE CONCERNING THE FOLLOWING
PAGES**

**THE PAGES WHICH FOLLOW HAVE BEEN FILMED
TWICE IN ORDER TO OBTAIN THE BEST
REPRODUCTIVE QUALITY**

**USERS SHOULD CONSULT ALL THE PAGES
REPRODUCED ON THE FICHE IN ORDER TO OBTAIN
A COMPLETE READING OF THE TEXT.**

**REMARQUE IMPORTANTE CONCERNANT LES
PAGES QUI SUIVENT**

**LES PAGES SUIVANTES ONT ÉTÉ REPRODUITES EN
DOUBLE AFIN D'AMÉLIORER LA QUALITÉ DE
REPRODUCTION**

**LES UTILISATEURS DOIVENT CONSULTER TOUTES
LES PAGES REPRODUITES SUR LA FICHE AFIN
D'OBTENIR LA LECTURE DU TEXTE INTÉGRAL**

Public Service Employees by Ministry and Gender March 20, 1999

	Female Employees			Male Employees			Total Employees			Female Salary as % of Male Salary
	Number	%	Average Annual Salary (\$)	Number	%	Average Annual Salary (\$)	Number	%	Average Annual Salary (\$)	
Advanced Education, Training & Technology	507	75	40,500	167	25	51,200	674	100	43,100	79
Attorney General	3,773	58	40,200	2,770	42	46,500	6,543	100	42,900	87
Education	258	66	41,300	134	34	55,100	392	100	46,100	75
Energy & Mines	166	46	39,600	197	54	56,500	363	100	48,800	70
Finance	1,284	61	41,800	810	39	53,200	2,094	100	46,200	79
Forests	1,514	36	40,100	2,739	64	50,300	4,253	100	46,700	80
Human Resources	2,283	82	37,700	512	18	52,000	2,795	100	44,800	89
Municipal Affairs	232	46	34,100	274	54	33,700	506	100	34,100	78
Transportation & Highways	769	32	37,600	1,672	69	45,200	2,441	100	42,800	83
Auditor General	39	43	46,700	51	57	60,800	90	100	54,700	77
BC Mental Health Society	1,135	69	37,400	503	31	38,600	1,638	100	37,800	97
Child Advocate	7	78	45,400	2	22	70,500	9	100	51,000	64
Environmental Appeal Board/ Forest Appeals Commission	7	78	40,500	2	22	55,500	9	100	43,800	73
Forest Renewal BC	90	52	46,900	84	48	61,200	174	100	53,800	77
Information & Privacy Commissioner	15	65	48,600	8	35	79,600	23	100	56,200	69
Intergovernmental Relations	25	78	51,400	7	22	68,500	32	100	55,100	75
Liquor Distribution Branch	1,686	52	32,300	1,546	48	35,600	3,232	100	33,900	91
Ombudsman	37	67	51,600	18	33	68,100	55	100	57,000	76
Premier's Office	25	69	40,600	11	31	71,400	36	100	50,100	57
Product Sales & Services	142	43	34,500	191	57	49,000	333	100	39,800	92
Tillicum & Veterans' Care Society	213	72	34,400	82	28	34,700	295	100	34,500	99
TOTAL	21,783	57	39,200	16,414	43	47,200	38,197	100	42,600	83

*Environmental Assessment Office/Land Use Coordination Office/ Salaries rounded to nearest \$100

Public Service Excluded Employees by Group and Type - March 20, 1999

	Total			Regular		Auxiliary	
	Number	As % of Group	Average Annual Salary (\$)	Number	Average Annual Salary (\$)	Number	Average Annual Salary (\$)
Management							
Deputy Minister	36	<1	112,800	36	112,800	-	-
Associate Deputy Minister	2	<1	101,200	2	101,200	-	-
Assistant Deputy Minister	74	2	93,300	74	93,300	-	-
Management Levels 1 - 12	3,797	96	63,300	3,707	63,500	90	55,000
Legal Officer	1	<1	84,100	1	84,100	-	-
BCSC Manager	32	<1	72,100	32	72,100	-	-
Total	3,942	100	64,400	3,852	64,600	90	55,000
OIC							
Category B*	86	40	34,500	82	34,500	4	28,300
Senior Executive Secretary	1	<1	42,800	1	42,800	-	-
Executive Secretary	-	-	-	-	-	-	-
Administrative Assistant	21	10	45,800	21	45,800	-	-
Information Assistant	29	14	61,000	29	61,000	-	-
Executive Assistant	20	9	47,500	20	47,500	-	-
Court Reporter	-	-	-	0	-	-	-
Other	56	26	73,000	55	73,700	1	34,500
Total	213	100	50,600	208	51,100	5	29,500
Salaried Physicians							
Specialist	3	13	93,900	3	93,900	-	-
Administrator	17	85	105,400	17	105,400	-	-
Total	20	100	103,700	20	103,700	-	-
Other							
Category A**	618	52	35,700	601	36,900	117	31,300
Senior Executive Secretary	31	2	42,400	31	42,400	-	-
Executive Secretary	91	8	38,700	89	38,700	2	37,800
Articled Student	7	<1	25,700	-	-	7	25,700
CEO Secretary	-	-	-	-	-	-	-
Legislative Library	-	-	-	-	-	-	-
Medical Administrative	71	6	34,700	69	34,700	2	34,900
Legal Counsel	558	35	75,200	496	77,500	62	56,300
Total	1,576	100	50,000	1,366	51,700	210	38,700
Total Excluded	5,751	100	60,100	5,446	61,000	305	43,400

* Administrative support - Minister's office / ** Bargaining unit classifications excluded from union membership due to confidential nature of work / Salaries rounded to nearest \$100

Public Service Employees by Ministry and Gender - March 20, 1999

	Female Employees			Male Employees			Total Employees			Female Salary as % of Male Salary
	Number	%	Average Annual Salary (\$)	Number	%	Average Annual Salary (\$)	Number	%	Average Annual Salary (\$)	
Aboriginal Affairs	100	60	49,300	66	40	61,600	166	100	54,200	80
Advanced Education, Training & Technology	507	75	40,500	167	25	51,200	674	100	43,100	79
Agriculture & Food	150	47	41,400	172	53	55,000	322	100	48,700	75
Attorney General	3,773	58	40,200	2,770	42	46,500	6,543	100	42,900	87
Children & Families	3,464	72	41,000	1,367	28	45,800	4,831	100	42,300	90
Education	258	66	41,300	134	34	55,100	392	100	46,100	75
Employment & Investment	172	55	41,200	139	45	60,100	311	100	50,000	70
Energy & Mines	166	46	39,600	197	54	56,500	363	100	48,800	70
Environment, Lands & Parks	808	38	40,200	1,305	62	50,500	2,113	100	46,500	80
Finance	1,284	61	41,800	810	39	53,200	2,094	100	46,200	79
Fisheries	66	38	41,500	108	62	52,300	174	100	48,200	79
Forests	1,514	36	40,100	2,739	64	50,300	4,253	100	46,700	80
Health	1,415	69	38,300	629	31	48,000	2,044	100	41,300	80
Human Resources	2,283	82	37,700	512	18	52,000	2,795	100	44,800	89
Labour	204	66	39,700	107	34	-	311	100	39,700	71
Municipal Affairs	232	46	34,100	274	54	33,700	506	100	34,100	78
Small Business, Tourism & Culture	383	67	37,300	191	33	42,100	574	100	38,100	79
Transportation & Highways	769	32	37,600	1,672	69	45,200	2,441	100	42,800	83
Women's Equality	77	94	45,900	5	6	52,800	82	100	46,400	87
Auditor General	39	43	46,700	51	57	60,800	90	100	54,700	77
BC Assets & Land Corporation	14	74	46,600	5	26	89,600	19	100	57,900	52
BC Mental Health Society	1,135	69	37,400	503	31	38,600	1,638	100	37,800	97
BC Utilities Commission	1	100	37,400	-	-	-	1	100	37,400	-
Child Advocate	7	78	45,400	2	22	70,500	9	100	51,000	64
EAO/LUCO*	43	57	44,700	32	43	63,500	75	100	52,800	70
Environmental Appeal Board/ Forest Appeals Commission	7	78	40,500	2	22	55,500	9	100	43,800	73
Forest Practices Board	11	41	40,200	16	59	69,800	27	100	57,700	58
Forest Renewal BC	90	52	46,900	84	48	61,200	174	100	53,800	77
Industry, Training and Apprenticeship Commission	46	50	37,700	46	50	52,000	92	100	44,800	72
Information & Privacy Commissioner	15	65	48,600	8	35	79,600	23	100	56,200	69
Information, Science & Technology Agency	275	46	42,000	320	54	54,100	595	100	48,500	78
Intergovernmental Relations	25	78	51,400	7	22	68,500	32	100	55,100	75
Legislative Assembly	2	100	39,700	-	-	-	2	100	39,700	-
Liquor Distribution Branch	1,686	52	32,300	1,546	48	35,600	3,232	100	33,900	91
Oak Bay Lodge	244	83	34,100	51	17	33,700	295	100	34,100	101
Ombudsman	37	67	51,600	18	33	68,100	55	100	57,000	76
Police Complaint Commissioner	3	60	47,000	2	40	73,500	5	100	57,600	64
Premier's Office	25	69	40,600	11	31	71,400	36	100	50,100	57
Provincial Capital Commission	17	63	34,400	10	37	37,600	27	100	36,200	70
Product Sales & Services	142	43	34,500	191	57	49,000	333	100	39,800	92
Royal BC Museum	81	56	35,400	63	44	43,900	144	100	39,200	81
Tillicum & Veterans' Care Society	213	72	34,400	82	28	34,700	295	100	34,500	99
TOTAL	21,783	57	39,200	16,414	43	47,200	38,197	100	42,600	83

*Environmental Assessment Office/ Land Use Coordination Office/ Salaries rounded to nearest \$100

Public Service Excluded Employees by Group and Type - March 20, 1999

	Total			Regular		Auxiliary	
	Number	As % of Group	Average Annual Salary (\$)	Number	Average Annual Salary (\$)	Number	Average Annual Salary (\$)
Management							
Deputy Minister	36	<1	112,800	36	112,800	-	-
Associate Deputy Minister	2	<1	101,200	2	101,200	-	-
Assistant Deputy Minister	74	2	95,300	74	95,300	-	-
Management Levels 1 - 12	3,797	96	63,300	3,707	63,500	90	55,000
Legal Officer	1	<1	84,100	1	84,100	-	-
BCSC Manager	32	<1	72,100	32	72,100	-	-
Total	3,942	100	64,400	3,852	64,600	90	55,000
OIC							
Category B*	86	40	34,500	82	34,800	4	28,300
Senior Executive Secretary	1	<1	42,800	1	42,800	-	-
Executive Secretary	-	-	-	-	-	-	-
Administrative Assistant	21	10	45,800	21	45,800	-	-
Ministerial Assistant	29	14	61,000	29	61,000	-	-
Executive Assistant	20	9	47,500	20	47,500	-	-
Court Reporter	-	-	-	0	-	-	-
Other	56	26	73,000	55	73,700	1	34,500
Court Referee	-	-	-	-	-	-	-
Total	213	100	50,600	208	51,100	5	29,500
Salaried Physicians							
Specialist	3	15	93,900	3	93,900	-	-
Administrator	17	85	105,400	17	105,400	-	-
Total	20	100	103,700	20	103,700	-	-
Other							
Schedule A**	818	52	35,700	681	36,500	137	31,500
Senior Executive Secretary	31	2	42,400	31	42,400	-	-
Executive Secretary	91	6	38,700	89	38,700	2	37,900
Articled Student	7	<1	25,700	-	-	7	25,700
<60 Statutory	-	-	-	-	-	-	-
Legislative Library	-	-	-	-	-	-	-
Judicial Administrative	71	5	36,700	69	36,800	2	34,400
Legal Counsel	558	35	75,200	496	77,500	62	56,300
Total	1,576	100	50,000	1,366	51,700	210	38,700
Total Excluded	5,751	100	60,100	5,446	61,000	305	43,400

* Administrative support - Minister's office / ** Bargaining unit classifications excluded from union membership due to confidential nature of work / Salaries rounded to nearest \$100

Public Service Management Employees by Level and Gender March 20, 1999

Level	Gender	Number	As % of Level	As % of Total Mgmt.	Average Annual Salary (\$)	Female Salary as % of Male Salary
1	Male	44	22	2	44,400	100
	Female	156	78	10	44,400	
	Total	200	100	5	44,400	
2	Male	162	45	7	52,200	95
	Female	202	55	13	49,600	
	Total	364	100	9	52,200	
3	Male	319	51	13	57,400	95
	Female	303	49	19	54,800	
	Total	622	100	16	54,800	
4	Male	635	64	27	62,600	100
	Female	356	36	23	62,600	
	Total	991	100	25	62,600	
5	Male	481	64	20	65,200	100
	Female	268	36	17	65,200	
	Total	749	100	19	65,200	
6	Male	295	72	12	70,400	100
	Female	115	28	7	70,400	
	Total	410	100	10	70,400	
7	Male	198	74	8	78,300	100
	Female	73	27	5	78,300	
	Total	271	100	7	78,300	
8	Male	141	78	6	83,500	100
	Female	40	22	3	83,500	
	Total	181	100	5	83,500	
9	Male	23	59	<1	91,300	100
	Female	16	4	1	91,300	
	Total	39	100	<1	91,300	
10	Male	42	72	2	96,500	97
	Female	16	28	1	93,900	
	Total	58	100	1	96,500	
11	Male	13	87	<1	101,700	100
	Female	2	13	<1	101,700	
	Total	15	100	<1	101,700	
12	Male	26	68	1	112,200	100
	Female	12	32	<1	112,200	
	Total	38	100	<1	112,200	
Under Review/ Unknown	Male	2	50	<1	67,800	85
	Female	2	50	<1	57,400	
	Total	4	100	<1	62,600	
Total	Male	2,381	60	100	67,800	88
	Female	1,561	40	100	60,000	
	Total	3,942	100	100	65,200	

Salaries rounded to nearest \$100

Movement of Employees (January 1998 - January 1999)

	Regular						Auxiliary ³					
	Women		Men		Total		Women		Men		Total	
	Number	Rate (%)	Number	Rate (%)	Number	Rate (%)	Number	Rate (%)	Number	Rate (%)	Number	Rate (%)
Hiring												
Hired from outside ²	509	2.9	284	1.9	793	2.4	2,462	55.9	2,177	73.2	4,639	62.9
Changed status from auxiliary to regular ¹	733	4.1	327	2.2	1,060	3.3						
Separations												
Retired	74	0.4	142	1.0	216	0.7	7	0.2	1	0.0	8	0.1
Left BC Government for other reasons ²	631	3.6	455	3.1	1,086	3.3	1,802	40.9	1,830	61.5	3,632	49.2
Changed status from auxiliary to regular ¹							733	16.6	327	11.0	1,060	14.4
Promotions												
Promoted within same ministry	2,217	12.5	1,572	10.7	3,789	11.7	236	5.4	111	3.7	347	4.7
Promoted from other ministry	259	1.5	135	0.9	394	1.2	27	0.6	21	0.7	48	0.7

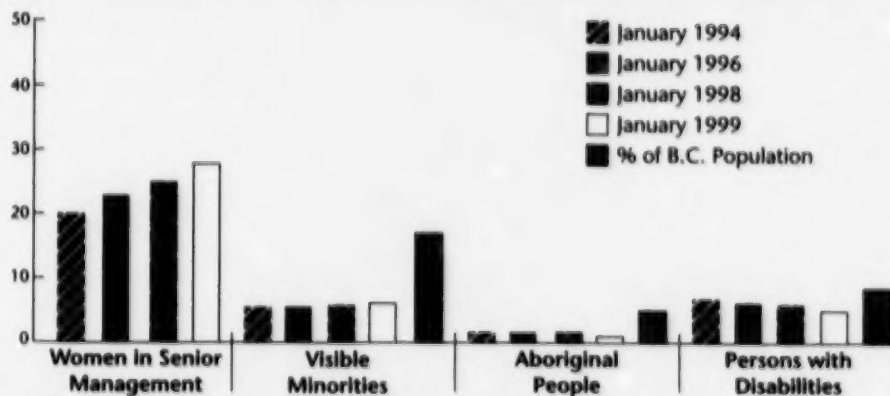
1 Any employee who both moved between ministries and changed from auxiliary to regular is only counted once as "Moved to/from other ministry"

2 Include employees who are on seasonal recall/layoff

3 The auxiliary hiring and separation rates represent the movement of auxiliaries in and out of the ministry. The rate may be greater than 100% if the total has turned-over more than once during the time period.

Adapted from BC STATS.

Under represented Groups of Employees



Movement of Employees (January 1998 - January 1999)

	Regular						Auxiliary ³					
	Women		Men		Total		Women		Men		Total	
	Number	Rate (%)	Number	Rate (%)	Number	Rate (%)	Number	Rate (%)	Number	Rate (%)	Number	Rate (%)
Hiring												
Hired from outside ²	509	2.9	284	1.9	793	2.4	2,462	55.9	2,177	73.2	4,639	62.9
Total new hires to ministry	509	2.0	284	1.9	793	2.4	2,462	55.9	2,177	73.2	4,639	62.9
Changed status from auxiliary to regular ¹	733	4.1	327	2.2	1,060	3.3						
Total new regulars to ministry	1,242	7.0	611	4.2	1,853	5.7						
Separations												
Retired	74	0.4	142	1.0	216	0.7	7	0.2	1	0.0	8	0.1
Left BC Government for other reasons ²	631	3.6	455	3.1	1,086	3.3	1,802	40.9	1,830	61.5	3,632	49.2
Total separations	705	4.0	597	4.0	1,302	4.0	1,809	41.0	1,831	61.6	3,640	49.3
Changed status from auxiliary to regular ¹							733	16.6	327	11.0	1,060	14.4
Total flow out of auxiliary							2,542	57.7	2,158	72.6	4,700	63.7
Promotions												
Promoted within same ministry	2,217	12.5	1,572	10.7	3,789	11.7	236	5.4	111	3.7	347	4.7
Promoted from other ministry	259	1.5	135	0.9	394	1.2	27	0.6	21	0.7	48	0.7
Total promotions	2,476	13.9	1,707	11.6	4,183	12.9	263	6.0	132	4.4	395	5.4

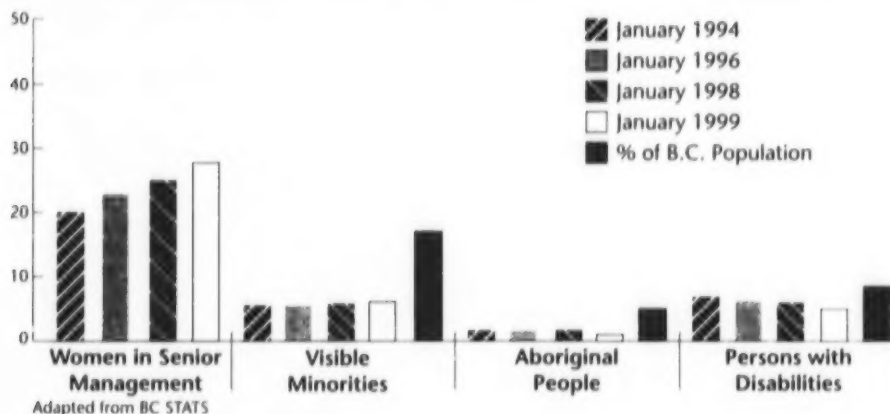
¹ Any employee who both moved between ministries and changed from auxiliary to regular is only counted once as "Moved to/from other ministry"

² Include employees who are on seasonal recall/layoff

³ The auxiliary hiring and separation rates represent the movement of auxiliaries in and out of the ministry. The rate may be greater than 100% if the total has turned-over more than once during the time period.

Adapted from BC STATS

Under-represented Groups of Employees



Employees Hired From Under Represented Groups

	January 1997 - January 1998		January 1998- January 1999	
	# Hired	% of total hired	# Hired	% of total hired
Women**	916	63.9	1242	67.0
Visible Minorities	116	8.1	167	9.0
Aboriginal People	27	1.9	64	3.5
Persons with Disabilities	49	3.4	41	2.2

*Total Hired 1433 1853

* Total includes all employees hired, not just under-represented groups / ** This is the total number of women hired; women are only under represented in certain occupations.

"# hired" includes all employees who changed status from auxiliary to regular

Adapted from BC STATS

Hiring Rates for Regular Employees in Under Represented Groups January 1996 January 1999

	All Government %	Aboriginal %	Visible Minorities %	*Women %	Employees with Disabilities %
January 1996	9.8	11.9	9.3	10.0	5.9
January 1997	7.8	8.0	9.4	8.3	3.6
January 1998	4.4	4.7	6.0	5.2	2.5
January 1999	5.7	10.8	8.4	7.0	2.2

Hiring rate is the number of employees hired in the previous 12 months expressed as a percentage of the total number of employees employed at the end of the 12 months. The rate includes employees who changed status from auxiliary to regular.

* This is based on the total number of women hired; women are only under represented in certain occupations.

Employee Insurance Benefits Costs

Benefit	1993-94		1994-95		1995-96		1996-97		1998-99	
	Cost \$M	% Change	Cost \$M	% Change	Cost \$M	% Change	Cost \$M	% Change	Cost \$M	% Change
Extended Health	8.2	25.0	10.5	39.3	12.8	21.8	14.0	9.6	21.2	51.4
Dental	28.7	13.5	30.0	4.6	32.9	9.5	33.2	1.2	30.1	(9.3)
Medical	28.7	3.3	30.2	5.1	32.6	7.8	33.6	3.3	31.8	(5.3)
Group Life	8.2	(19.6)	7.5	(8.6)	9.3	24.4	8.5	(8.0)	8.0	(5.8)
Long Term Disability	21.3	16.0	23.2	9.1	25.9	11.7	27.4	5.5	28.6	4.3
TOTAL	66.4		101.4		113.5		116.7		119.7	

This table reflects the cost for all members in the plans and includes participating public sector as well as public service employees.

Job Competitions Posted Across Government 1998/1999*

	No. of Competitions	No. of Positions	Bargaining Unit					In Service	Out of Service
			GEU	PEA	BCNU	UPN	Excl.		
Aboriginal Affairs	27	34	21	-	-	-	12	21	13
Advanced Education, Training & Technology	85	100	80	-	-	-	20	87	13
Agriculture & Food	10	10	8	1	-	-	1	6	2
Attorney General	247	271	178	-	-	1	92	198	73
Children & Families	262	347	267	14	6	18	42	162	185
Education	20	21	12	-	-	-	9	16	5
Employment & Investment	13	13	11	-	-	-	2	8	5
Energy & Mines	34	35	14	7	-	-	14	27	8
Environment, Lands & Parks	30	53	33	7	-	-	13	46	7
Finance & Corporate Relations	140	181	72	-	-	-	109	121	60
Forests	5	5	3	-	-	-	2	4	1
Health	70	73	37	15	-	-	21	49	24
Human Resources	138	184	101	6	3	53	21	115	69
Labour	140	157	142	-	-	-	15	128	29
Municipal Affairs	14	16	11	-	-	-	3	16	-
Small Business, Tourism & Culture	18	19	16	-	-	-	3	9	10
Transportation & Highways	16	17	10	-	-	-	7	16	1
Women's Equality	92	102	63	11	3	-	25	89	13
Auditor General	13	13	8	-	-	-	5	10	3
BC Transportation Planning Authority	3	5	-	-	-	-	5	2	3
EAO/LUCO**	14	14	6	-	-	-	8	9	5
Forest Practices Board	2	2	2	-	-	-	-	1	1
Forest Renewal BC	6	6	3	-	-	-	3	3	3
Industry Training and Apprenticeship Commission	9	9	6	-	-	-	3	3	6
Information & Privacy Commissioner	30	30	23	-	-	-	7	27	3
Information Technology Services Union	1	1	-	-	-	-	1	1	-
Intergovernmental Relations	13	13	8	-	-	-	5	12	1
Liquor Distribution Branch	5	5	-	-	-	-	5	4	1
Provincial Capital Commission	14	14	8	-	-	-	6	11	3
Queen's Printer	2	2	-	1	-	-	2	2	-
Riverview Hospital	4	4	4	-	-	-	-	3	1
Small BC Museum	27	27	16	1	-	7	3	16	11
TOTAL	5	5	5	-	-	-	-	1	4
TOTAL	1,521	1,788	1,168	62	12	79	467	1,225	563

*Job competition data are based on PSERC's tabloid Postings. All numbers are approximate / **Environmental Assessment Office/Land Use Coordination Office

Job Competitions Posted Across Government 1998/1999*

	No. of Competitions	No. of Positions	Bargaining Unit					In Service	Out of Service
			GEU	PEA	BCNU	UPN	Excl.		
Aboriginal Affairs	27	34	21	-	-	-	13	21	13
Advanced Education, Training & Technology	85	100	80	-	-	-	20	87	13
Agriculture & Food	10	10	8	1	-	-	1	6	2
Attorney General	247	271	178	-	-	1	92	198	73
Children & Families	262	347	267	14	6	18	42	162	185
Education	20	21	12	-	-	-	9	16	5
Employment & Investment	13	13	11	-	-	-	2	8	5
Energy & Mines	34	35	14	7	-	-	14	27	8
Environment, Lands & Parks	50	53	33	7	-	-	13	46	7
Finance & Corporate Relations	140	181	72	-	-	-	109	121	60
Fisheries	5	5	3	-	-	-	2	4	1
Forests	70	73	37	15	-	-	21	49	24
Health	138	184	101	6	3	53	21	115	69
Human Resources	140	157	142	-	-	-	15	128	29
Labour	14	16	11	-	-	-	5	16	-
Municipal Affairs	18	19	16	-	-	-	3	9	10
Small Business, Tourism & Culture	16	17	10	-	-	-	7	16	1
Transportation & Highways	92	102	63	11	3	-	25	89	13
Women's Equality	13	13	8	-	-	-	5	10	3
Auditor General	3	5	-	-	-	-	5	2	3
BC Transportation Financing Authority	14	14	6	-	-	-	8	9	5
EAO/LUCO**	2	2	2	-	-	-	-	1	1
Forest Practices Board	6	6	3	-	-	-	3	3	3
Forest Renewal BC	9	9	6	-	-	-	3	3	6
Industry, Training and Apprenticeship Commission	30	30	23	-	-	-	7	27	3
Information & Privacy Commissioner	1	1	-	-	-	-	1	1	-
Information Technology Services Division	13	13	8	-	-	-	5	12	1
Intergovernmental Relations	5	5	-	-	-	-	5	4	1
Liquor Distribution Branch	14	14	8	-	-	-	6	11	3
Provincial Capital Commission	2	2	-	1	-	-	2	2	-
Queen's Printer	4	4	4	-	-	-	-	3	1
Riverview Hospital	27	27	16	1	-	7	3	16	11
Royal BC Museum	5	5	5	-	-	-	-	1	4
TOTAL	1,521	1,788	1,168	62	12	79	467	1,225	563

*Job competition data are based on PSERC's tabloid *Postings*. All numbers are approximate / **Environmental Assessment Office/Land Use Coordination Office





APPENDICES

Appendix A Legislation Administered

Public Service Act

The *Public Service Act* was revised in 1993, following recommendations by the Korbin Commission of Inquiry into the Public Service and Public Sector. The Act established the Commission as a new centralized human resource agency responsible for all personnel and labour relations matters in the public service. Under the Act, the Commission has the authority to delegate some or all of these human resources functions to ministries. This gave the Commission new responsibilities such as employment equity, management and executive development, and a new human resource management information system. The Act established a new appeal body, the Public Service Appeal Board, to hear appeals from appointment decisions.

Public Service Labour Relations Act

The *Public Service Labour Relations Act* regulates specific labour relations matters in the provincial government. The Act allows for employees to be included in one of three bargaining units for the purposes of collective bargaining – one for nurses, one for professionals and one for the rest of the public service. The Act covers such things as union certification, master and component agreements, exclusions from bargaining units, and the content of collective agreements.

Public Service Benefit Plan Act

The *Public Service Benefit Plan Act*, 1979, allows the provincial government to provide group benefits and other insurance coverage to employees of ministries, Crown corporations, agencies, boards and Commissions. A variety of benefits are

included under the act including group life insurance, extended health insurance, dental plan benefits, long-term disability benefits, and coverage under the provincial medical plan. Under the Act, the government may enter into contracts with insurance companies to provide these benefits, can appropriate money to fund the coverage, and can set regulations regarding the terms of the insurance benefits created under the Act.

Public Service Bonding Act

The *Public Service Bonding Act* was created in 1979 from the consolidation of two acts, the *Public Officer's Security Act* (1918) and the *Custody of Security Act* (1940). The *Public Service Bonding Act* is currently under review to determine its applicability in today's environment.

Appendix B Publications

1995/96 Annual Report Public Service Employee Relations Commission

1996/97, 1997/98 Annual Report Public Service Employee Relations Commission

Discrimination and Harassment (brochure)

Dealing with Complaints of Discrimination and Harassment, A Practical Guide for Managers

Preventing Harassment in the Workplace (booklet)

Protection of Workers from Violence in the Workplace (booklet)

Preventing Workplace Violence, A guide for the B.C. Public Service

Prevention Guidelines for Strain Injuries in the Office Environment (booklet produced jointly with BCGEU)

Employee Benefits Guide

Public Service Benefit Plan Act 22nd Annual Report year ended March 31, 1998
(previous reports available)

Rehabilitation and Returning to Work Following an Injury (brochure)

Employee and Family Assistance Program (brochure)

Ideas Shine – Employee Recognition Program (brochure)

Results & Recognition – Employee Recognition Program (newsletter)

Learning Programs Dates and Locations – Employee Learning Services (guide)

Postings (bi-weekly tabloid of employment opportunities in the B.C. public service)

Standards of Conduct for Public Service Employees (brochure)

Appendix C

Glossary of Terms

arbitration – dispute resolution method where an independent, neutral third person is appointed to hear the arguments of all parties and render a binding decision

auxiliary position – position where the work is not of a continuous nature

bargaining unit – a unit of employees deemed appropriate for collective bargaining under legislation

BCGEU – British Columbia Government and Service Employees' Union

BCNU – British Columbia Nurses Union

collective agreement – contract that is the result of collective bargaining

collective bargaining – negotiation of wages and other issues by a bargaining unit

competencies – the characteristics of an individual that underly performance or behaviour at work

competition – a formal assessment of applicants for a vacant position

competition appeal – an unsuccessful applicant in a competition who believes that the principle of merit has not been met may file an appeal.

excluded employees – employees who are excluded from collective bargaining

FTE – employment of one person for one full year or equivalent. For example, two half-time employees working for one year would be one FTE

gainsharing – A variable compensation system that measures employee-generated savings and shares them between the employer and the employee based on a predetermined formula.

grievance – a complaint from an employee alleging a violation of a collective agreement

in-service – job competitions limited to eligible B.C. government employees

job classification – a hierarchical structure of jobs, usually arranged into classes or pay grades according to some form of job evaluation

job evaluation – a formal process in which management determines the relative value of different jobs within an organization

lateral transfers – movement of an employee from one position to another which does not constitute a demotion or a promotion

LTD – Long-Term Disability Plan is a benefit plan for employees who are unable to work because of illness or injury for longer than seven months

merit – personal assessment based on competency which includes the following factors: education, experience, knowledge, skills, past work performance and continuous service. Patronage is not a factor.

out-of-service – job competitions open to the public and B.C. government employees

PEA – Professional Employees' Association

reasonable accommodation – a legal term where an employer must take reasonable measures to accommodate an employee with a special need or disability

regular position – a position where the work is of a continuous full-time or part-time nature

severance – an employee is terminated with a notice period or paid an amount of money instead of a notice period

STIIP – Short-Term Illness & Injury Plan is a benefit plan for employees who are unable to work because of illness or injury for less than seven months

under-represented groups – groups of employees whose representation in the public service or a particular part of the public service is lower than the population as a whole. The provincial government identifies four under-represented groups: women in non-traditional occupations, aboriginal people, visible minorities and persons with disabilities.

UPN – Union of Psychiatric Nurses

WCB – Workers' Compensation Board

workforce adjustment – activities involved in finding alternate jobs for employees whose positions are made surplus

NOTES